

**Board Minutes  
2015**







# 2015 Budget

## 1 PERSONAL SERVICES

|       |                         |             |
|-------|-------------------------|-------------|
| 1.1   | Salaries and wages      |             |
| 1.11  | Salary of librarian     | \$65,582    |
| 1.12  | Salary of Assistants    | \$1,082,897 |
| 1.13  | Wages of Janitor        | \$68,692    |
| 1.2   | Employee benefits       |             |
| 1.21  | Employer: FICA          | \$93,114    |
| 1.22  | Unemployment Comp       | \$3,544     |
| 1.23  | Employer: PERF          | \$108,799   |
| 1.24  | Employer: Group Insur.  | \$132,389   |
| 1.31. | Other Personal Services | \$0         |
|       | Total Personal Services | \$1,555,017 |

## 2 SUPPLIES

|      |                             |          |
|------|-----------------------------|----------|
| 2.1  | Office supplies             |          |
| 2.11 | Official records            | \$600    |
| 2.12 | Stationery/printing         | \$550    |
| 2.13 | Other office supplies       | \$7,500  |
| 2.2  | Operating supplies          |          |
| 2.21 | Cleaning/sanitation         | \$6,000  |
| 2.22 | Fuel/oil/lubricants         | \$0      |
| 2.23 | Other operating supplies    | \$7,000  |
| 2.3  | Repair/maintenance supplies |          |
| 2.31 | Building materials          | \$1,000  |
| 2.32 | Painting supplies           | \$200    |
| 2.33 | Repair parts                | \$2,000  |
| 2.4  | Other supplies              |          |
| 2.41 | Library supplies            | \$14,900 |
| 2.42 | Marketing                   | \$50     |
|      | Total Supplies              | \$39,800 |

## 3 OTHER SERVICES/CHARGES

|       |                              |          |
|-------|------------------------------|----------|
| 3.1   | Professional services        |          |
| 3.11  | Consulting services          | \$0      |
| 3.12  | Engineer/Arch Services       | \$0      |
| 3.13  | Legal services               | \$5,000  |
| 3.14  | Other profess. services      | \$6,500  |
| 3.145 | Databases/Licensing Services | \$26,620 |
| 3.146 | E-Books Services             | \$18,700 |
| 3.2   | Communication/Transportation |          |
| 3.21  | Telephone                    | \$4,200  |
| 3.22  | Postage                      | \$3,000  |



|      |                              |             |
|------|------------------------------|-------------|
| 3.23 | Traveling expenses           | \$20,000    |
| 3.24 | Professional mtgs            | \$8,000     |
| 3.25 | Freight/Express              | \$2,000     |
| 3.26 | Network expenses             | \$64,860    |
| 3.3  | Printing/Advertising         |             |
| 3.31 | Adv/Public. of notices       | \$800       |
| 3.32 | Printing (not offc. supply)  | \$0         |
| 3.33 | Marketing advertising        | \$1,800     |
| 3.4  | Insurance                    |             |
| 3.41 | Official bonds               | \$250       |
| 3.42 | Other insurance              | \$29,500    |
| 3.5  | Utility services             |             |
| 3.51 | Gas                          | \$45,000    |
| 3.52 | Electricity                  | \$100,000   |
| 3.53 | Water                        | \$4,000     |
| 3.54 | Waste disposal service       | \$6,500     |
| 3.6  | Repairs/maintenance          |             |
| 3.61 | Bldgs/Structures             | \$55,920    |
| 3.62 | Equipment                    | \$1,000     |
| 3.7  | Rentals                      |             |
| 3.71 | Real estate                  |             |
| 3.72 | Equipment                    | \$300       |
| 3.91 | Dues                         | \$1,875     |
| 3.92 | Interest on loans            | \$0         |
| 3.93 | Taxes/Assessments            | \$250       |
| 3.94 | Transfer to LIRF             | \$100,000   |
| 3.95 | Book reimbursement           | \$100       |
| 3.96 | Petty cash                   | \$120       |
| 3.97 | Interview/moving expense     | \$0         |
| 3.98 | Maintenance contracts        | \$112,057   |
|      | Total Other Services/Charges | \$618,352   |
| 4    | CAPITAL OUTLAYS              |             |
| 4.1  | Land                         |             |
| 4.2  | Buildings                    |             |
| 4.3  | Improvements                 | \$0         |
| 4.4  | Furniture/equipment          | \$51,648    |
| 4.5  | Other capital outlays        |             |
| 4.51 | Books                        | \$160,300   |
| 4.52 | Periodicals,newspapers       | \$25,000    |
| 4.53 | Nonprint materials           | \$58,000    |
|      | Total Capital Outlays        | \$294,948   |
|      | FUND TOTAL                   | \$2,508,117 |



## **Board Meeting Dates** **2015**

**Meetings are held at 6:00 P.M. at the Rensselaer Library  
unless otherwise noted**

Monday, January 12

Monday, February 9  
Rensselaer Librarian & Youth Services Specialist Annual Reports

Monday, March 9

Monday, April 13 (at DeMotte)  
DeMotte Librarian & Children's Specialist Annual Reports

Monday, May 11

Monday, June 8  
Webmaster Annual Report

Monday, July 13

Monday, August 10

Monday, September 14 (at Wheatfield)  
Wheatfield Librarian & Children's Specialist Annual Reports

Monday, October 12

Monday, November 9  
Technical Services & Systems Administrator Annual Reports

Monday, December 14

Tuesday, December 29 (Special Year End Meeting-time to be announced)



## Holiday Schedule 2015

The Libraries will be closed on the following days:

New Year's Day: Thursday, January 1

Memorial Day: Monday, May 25

Independence Day: Saturday, July 4\*

Labor Day: Monday, September 7

Thanksgiving: Thursday, November 26

Christmas Eve: Thursday, December 24

Christmas Day: Friday, December 25

New Year's Eve: Thursday, December 31

In addition, all locations will close at 5:00 PM  
on the day before Thanksgiving.

Employees receiving benefits will also receive a paid holiday on their birthday or another day in their birthday month. Some employees will receive a paid holiday in the month of the anniversary of their employment at JCPL, having reached a milestone anniversary at the library. A list of those eligible for this anniversary holiday will be distributed to department heads by January 1, 2015.



# LIBRARY POLICY REVIEW SCHEDULE 2015

| <u>Review Month</u> | <u>Policy</u>                                                   | <u>Policy Manual Page</u> |
|---------------------|-----------------------------------------------------------------|---------------------------|
| January:            | LCD (Digital) Projector Policy                                  | 179                       |
|                     | Blu-ray/VHS/DVD Policy                                          | 107                       |
| February:           | Staff Code of Ethics                                            | 149                       |
|                     | Gift Policy                                                     | 183                       |
|                     | Debit/Credit Card Processing Policy                             | 202                       |
| March:              | Staff Complaint Policy                                          | 146                       |
|                     | FMLA/Military Leave Policy                                      | 171                       |
|                     | Microfilm Reader/Printer Policy                                 | 155                       |
| April:              | Personnel Policy                                                | 109                       |
| May:                | No policies reviewed                                            |                           |
| June:               | Audiovisual Equipment Loan Policy                               | 105                       |
|                     | Internet Acceptable Use/Safety Policy                           | 151                       |
|                     | Social Media Policy                                             | 196                       |
| July:               | Public Relations/Information Policy                             | 97                        |
|                     | Public Records Policy                                           | 99                        |
|                     | Patron Tasks/Devices                                            | 194                       |
| August:             | Art Exhibit/Display Case Use Policy                             | 131                       |
|                     | Bulletin Board Policy                                           | 133                       |
|                     | Photography, Videotaping, and Other<br>Recording Devices Policy | 188                       |
| September:          | Board/Staff Privileges                                          | 143 & 145                 |
|                     | Board By-Laws                                                   | 81                        |
|                     | Group Visit Policy                                              | 169                       |
|                     | Mission/Role/Values                                             | 87                        |
| October:            | Public Forum Policy                                             | 137                       |
|                     | Library Credit Card Policy                                      | 180                       |
|                     | Harassment/Discrimination Policy                                | 139                       |
| November:           | Materials Selection Policy                                      | 93                        |
|                     | Circulation Policy                                              | 161                       |
|                     | Indemnification Policy                                          | 177                       |
| December:           | No policies reviewed                                            |                           |

## LIBRARY POLICY REVIEW SCHEDULE 2016

| <u>Review Month</u> | <u>Policy</u>                        | <u>Policy Manual Page</u> |
|---------------------|--------------------------------------|---------------------------|
| January:            | Fixed Asset Policy                   | 181                       |
|                     | Circulating Software Policy          | 165                       |
| February:           | Holiday Policy                       | 127                       |
|                     | Library Behavior Policy              | 141                       |
| March:              | Public Purchase Policy               | 175                       |
|                     | Board Code of Ethics                 | 147                       |
|                     | Staff Complaint Policy               | 146                       |
| April:              | Personnel Policy                     | 109                       |
| May:                | No policies reviewed                 |                           |
| June:               | Study Room Use Policy                | 129                       |
|                     | Internet Acceptable Use Policy       | 151                       |
|                     | Social Media Policy                  | 196                       |
| July:               | Reciprocal Borrowing Policy          | 159                       |
|                     | Fax Machine Policy                   | 125                       |
| August:             | Food, Tobacco, Drug & Alcohol Policy | 157                       |
|                     | Walking Books Policy                 | 167                       |
| September:          | Bylaws                               | 81                        |
|                     | Mobile Computer Lab                  | 185                       |
| October:            | Reference Policy                     | 135                       |
|                     | Computer/Typewriter Use Policy       | 123                       |
|                     | ADA Notice                           | 190                       |
|                     | Video Surveillance Policy            | 200                       |
| November:           | Meeting Room Policy                  | 101-103                   |
|                     | Circulation Policy                   | 161                       |
| December:           | No policies reviewed                 |                           |



## 2015 Board Members

|                         | <u>Phone</u> | <u>Term Expires</u> | <u>Appointed By</u>                      |
|-------------------------|--------------|---------------------|------------------------------------------|
| <b>President:</b>       |              |                     |                                          |
| Janet Umlauf            | [REDACTED]   | December 31, 2015   | County Commissioners                     |
| [REDACTED]              | [REDACTED]   |                     |                                          |
| <b>Vice-President:</b>  |              |                     |                                          |
| Natalie Waling          | [REDACTED]   | December 31, 2017   | County Council                           |
| [REDACTED]              | [REDACTED]   |                     |                                          |
| <b>Secretary:</b>       |              |                     |                                          |
| Jody Melton             | [REDACTED]   | August 2, 2019      | Pres. KV & West Central<br>School Boards |
| [REDACTED]              | [REDACTED]   |                     |                                          |
| <b>Treasurer:</b>       |              |                     |                                          |
| Timothy Schultz         | [REDACTED]   | June 30, 2016       | County Council                           |
| [REDACTED]              | [REDACTED]   |                     |                                          |
| <b>Asst. Treasurer:</b> |              |                     |                                          |
| Mark Heinig             | [REDACTED]   | May 9, 2018         | Rensselaer Central<br>School Board       |
| [REDACTED]              | [REDACTED]   |                     |                                          |
| <b>Deana George</b>     | [REDACTED]   | May 11, 2017        | Rensselaer Central<br>School Board       |
| [REDACTED]              | [REDACTED]   |                     |                                          |
| <b>Janelle Harper</b>   | [REDACTED]   | December 31, 2018   | County Commissioners                     |
| [REDACTED]              | [REDACTED]   |                     |                                          |

## BOARD AND ADMINISTRATION MONTHLY TASKS

(Library will receive Certified Shares county adjusted gross income tax (CAGIT) monthly.)

### January

1. Form the Board of Finance after the first Monday and before the last day of January. Elect officers for it. Director reports on the library's past year investments. Board designates newspapers in which library publishes notices. Board accounting resolutions are approved. List of all 2 yr old outstanding checks filed and declared void and receipted back into accounts.
2. New officers take office.
3. President appoints standing committees: Budget, Bylaws & Policy Review, Director Evaluation, Nominating
4. Annual salary ordinance is approved.
5. Bond payment due by January 15. (2004 bond)
6. Certification of Board and employees to State Board of Accounts by January 31 annually (submitted via Gateway).
7. Annual statistic report due to Indiana State Library by January 31.
8. Every three years the Library Board will solicit bids for library insurance. Begin this process in January.

### February

1. Annual financial report (LARS Report) due to State Board of Accounts by March 1.
2. Not later than 60 days after the expiration of each calendar year publish an annual report of the receipts and expenditures during the preceding calendar year.
3. February 28 is the deadline for each political subdivision to submit report to the DLGF of any outstanding bonds or leases (as of January 1). IC 5-1-18-9 DLGF cannot certify a budget or levy for debt service funds for the next year's budget if debt issuance report is not filed, unless the DLGF grants a waiver for good cause.
4. Update nonresident annual fee. Send copy of minutes to Indiana State Library.

### March

1. March 1 Units file Annual Report for preceding year with SBA. In addition to being used for SBOA audit, this information is used by the Department to prepare an annual report on expenditure per capita of political subdivisions. IC 5-11-1-4; IC 6-1.1-33.5



### April

1. Every three years the Library Board will designate insurance company to handle library insurance for following three years.
2. Director Evaluation form is distributed to board members. Director submits self-evaluation to Board Evaluation Committee.
3. At April Board meeting, ask for resolution approving a request for an advanced tax draw. Then after the 12<sup>th</sup> of the month send letter to the County Treasurer (with copy to County Auditor) requesting an advance tax draw.

### May

1. Annual budget workshops for Librarians and Trustees, sponsored by State Board of Tax Commissioners, State Board of Accounts, and Indiana State Library.
2. Evaluation of Director is completed and presented at executive session before monthly board meeting. Director's salary for following year is determined in open session at board meeting.

### June

1. By June 1 names and addresses of employees sent to County Treasurer.
2. Property tax distribution of May 10 collection by June 29.

### July

1. Begin preparation for ensuing year's annual budget. Budget committee prepares recommendations to report to full board in August.
2. Budget meeting with representative from DLGF to go over our budget and plug in any new figures they might have for miscellaneous revenues.
3. Bond payment due by July 15 (Bond of 2004).
4. Finalize budget estimate, plan for public hearing, approval to advertise, and adoption.

### August

1. Deadline for county auditors to certify 2015 pay 2016 net assessed values and estimates of miscellaneous revenues with units and the department. IC 6-1.1-17.1

### September

1. September 1 is the last day for units, including certain libraries under IC 6-1.1-17-20.3 to submit proposed 2016 budgets, rates, and levies to county fiscal bodies or other appropriate fiscal body for review and recommendation or adoption. Local council sets the date that is typically in August in Jasper County.
2. DLGF will establish the last day for first and second publications of proposed 2016 tax levy, budget, and notice to taxpayers of public hearing. Memo is distributed to units with dates.
3. Self-evaluation forms distributed to library staff by supervisors who choose to evaluate staff at the end of the year.

### October

1. October 1 is the last day for county fiscal body to complete review and issue non-binding recommendation to civil taxing units regarding civil taxing units proposed tax rates, levies, and budgets for the next year.
2. DLGF memo will indicate last possible day for taxing units to hold a public hearing on next year's budget. Public hearing must be held at least 10 days before budget is adopted.
3. DLGF memo will indicate last possible day ten or more tax payers may object to next year's budget, tax rate, or tax levy of a political subdivision.
4. Board Nominating Committee prepares slate of officers for following year.
5. At October Board meeting, ask for resolution approving a request for an advanced tax draw. Then send letter to the County Treasurer after the 12<sup>th</sup> of the month (with copy to County Auditor) requesting an advance tax draw.

In recent years Budget is adopted, usually at the regular board meeting but at least ten days after public hearing which has been held in September in recent years.

Library budget is submitted via Gateway with a copy provided for County Auditor no later than two days after adoption. Final due date in DLGF memo.

### November

1. November 1 is the deadline for all taxing units to adopt next year budgets, rates, and levies.
2. Nominating Committee presents slate of officers at board meeting.
2. Annual evaluations of the staff are completed by appropriate supervisors at branches which do not choose to evaluate on anniversary dates.
3. Assistant treasurer is selected by board.

4. Annual Bookkeeping Workshop by State Library (might also be scheduled for December!)

December

1. Election of officers.
2. Hearing of ensuing year's budget by State Board of Tax Commissioners (DLGF changing this timeline so may occur later in the year or at the beginning of the next year)!
3. Library receives last installment of property, CVET, excise & financial institution tax revenues.
4. Encumbrances must be approved by Board, other fund transfers are made and transfer to LIRF (if any) made.
5. Provide board with board meeting schedule for following year.
6. Create Board Policy Review Schedule for following 2 years.
7. By December 1 names and addresses of employees sent to County Treasurer.
8. Director distributes list of ensuing years' holidays.
9. Newly elected Board Treasurer and Assistant Treasurer to provide Financial Banking Institutions with their information and sign new back authorizations as check signers. New Treasurer and Assistant Treasurer bonds to be issued for new year.

revised 12/14



## **Library Board Committees 2015**

### **Budget Committee: Deana George, chair; Janet Umlauf; Mark Heinig**

Meets in July or early August to review next year's budget proposal prepared by library staff. Committee presents recommendation to the full board at the August meeting.

### **Director's Evaluation Committee: Mark Heinig, chair; Janet Umlauf, Tim Schultz**

Director evaluation forms distributed to director and board members at the April board meeting. (The committee may wish to meet earlier to examine the evaluation form and determine if any changes should be made.) Before the May meeting, committee receives all board members' evaluations of the director as well as the self-evaluation by the director. The committee uses these to prepare a written evaluation of the director. At an executive session at the May board meeting, this evaluation is discussed by the whole board and then given to the director.

### **Bylaws and Policy Review Committee: Jody Melton, chair; Natalie Waling; Deana George**

Past procedure has been for the director to recommend changes in policies to the policy committee before the policy is to be reviewed by the board. Committee members then notify the director whether or not they concur with proposed changes (or if they would like to propose other changes). If the issue is complicated and there is disagreement, a committee meeting will be held. If committee members concur, no meeting is needed and the director prepares the recommendation of the policy committee for a report to the full board.

### **Nominating Committee: Janelle Harper, chair; Tim Schultz; Natalie Waling**

In October, the nominating committee prepares a slate of officers for the following year. This slate is presented to the board by the committee at the November board meeting. The board elects officers at the December meeting. Officers can serve in the same position only two consecutive years.





**Agenda**  
**Jasper County Public Library**  
**Board of Trustees Meeting**  
**Monday, January 12, 2015, 6pm**  
**Rensselaer Public Library**

**Board of Finance Meeting**

**Purpose**

|                                                             |             |
|-------------------------------------------------------------|-------------|
| Annual Financial Report (R 8)                               | Information |
| Accounting Practices for 2015 (R 9)                         | Action      |
| Resolution to Allow Bill Payment with Prior Approval (R 16) | Action      |
| Designate Newspapers for Publishing Notices (R 20)          | Action      |

**Opening of Meeting**

Moment of Silence

**Approval of Consent Agenda & Consent Agenda Items**      Action

Minutes of December Board Meetings  
Bills/Financial Reports  
Salary Ordinance for 2015 (R 7)  
Policy Review (R 10; R 12; and R 14)

**General Business**

|                                                             |             |
|-------------------------------------------------------------|-------------|
| Oath of Office – Janelle Harper (R 21)                      | Action      |
| Oaths of Office –<br>Treasurer & Assistant Treasurer (R 21) | Action      |
| Conflict of Interest (R 18; R 21)                           | Information |
| Committee Assignments (R 21)                                | Information |
| DeMotte Library Future Plans (R 21)                         | Discussion  |

**Director's Report** (R 20-R 23)      Information

**Items for Future Agendas**

**Public Forum**

**Adjournment**



## **MINUTES**

**Jasper County Public Library Board of Trustees**  
**6:00 PM**

**December 8, 2014**  
**Rensselaer Library**

**Present:** Natalie Waling, Jody Melton, Timothy Schultz, Janet Umlauf, Janelle Harper, Patricia Stringfellow, Rayann Gilmore

**Absent:** Mark Heinig, Deana George

**Agenda & Consent Agenda Approval:** The Agenda and Consent Agenda items that included the November Board Meeting Minutes, bills/financial reports, and Salary Ordinance update, were approved as presented on a motion by N. Waling and seconded by J. Harper. Motion passed.

**Long Range Plan 2015-2019:** Indiana Public Library Standards require us to have a five-year plan. Our current Long Range Plan expires in December 2014, so it is time to adopt a new plan to take effect January 1, 2015. Earlier this year we conducted an Impact Survey and a User/Non-User Survey. In addition, we sought input from community leaders regarding community needs. We drafted our Long Range Plan in consideration of data collected. We feel that the goals, objectives, and measurable outcomes included in the plan will ensure that our library remains a vibrant part of our community, continuing to inform, enrich, and empower our diverse community. J. Melton moved to adopt the new Long Range Plan, seconded by T. Schultz. Motion passed.

**2015 Salary Increase:** P. Stringfellow explained that the 2015 Budget was written to support a 3% salary increase and a 15% increase in health insurance premiums. The premiums for health insurance came in within the budgeted increase. T. Schultz motioned to approve a 3% salary increase for staff in 2015, seconded by J. Melton. Motion passed.

**LIRF Transfers:** In December of each year we determine an amount to transfer from line 3.94 of our Operating Budget to our Library Improvement Reserve Fund (LIRF). It is good to set aside money for future improvements each year. We anticipate a good operating balance for the start of the year. This year we recommend transferring \$35,000 from line 3.94 of Operating to LIRF. N. Waling moved to transfer \$35,000 from our Operating Budget to the Library Improvement Reserve Fund, seconded by J. Melton. Motion passed.

**Election of Officers:** J. Melton made a motion to elect the slate of officers as presented: President- J. Umlauf, Vice-President- N. Waling, Secretary- J. Melton, Treasurer- T. Schultz, Assistant Treasurer- M. Heinig. J. Harper seconded the motion. Motion passed.

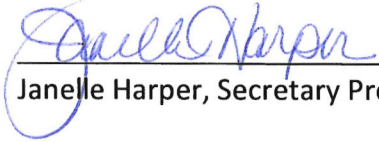
**End of December Board Meeting:** Board members are scheduled to meet Monday, December 29, 2014 at 9am at the Rensselaer Library to approve year-end bills, transfers, and encumbrances. M. Heinig, D. George, N. Waling, and J. Harper are able to attend with J. Umlauf available if needed.

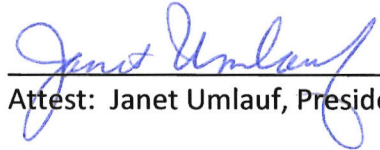
**Director's Report:** The Marketing Committee members represented the library at a number of community events this year. National Library Week, National Library Card Sign-up Month, and Banned Books week were also celebrated at each library. Imprinted giveaway items including color changing spoons, stylus pens, key chain purses, turbo flashlights, and grocery totes were purchased.

The security camera system has been enhanced at the Rensselaer Library. Behaviors have improved a bit in the past month.

**Items for Future Agendas:** Property for sale next to the DeMotte Library will be placed on the January Meeting agenda.

**Adjournment:** With no further matters for discussion J. Melton moved that the meeting be adjourned at 6:27 PM.

  
\_\_\_\_\_  
Janelle Harper, Secretary Pro-Tem

  
\_\_\_\_\_  
Attest: Janet Umlauf, President

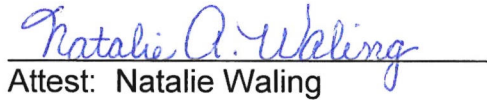
**Minutes.....December 29, 2014**  
**Meeting of the Jasper County Public Library Board 9:00 AM**  
**Rensselaer Library**

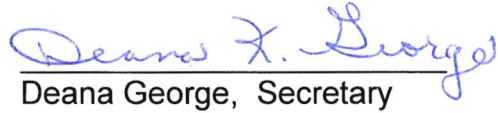
**Present:** Natalie Waling, Mark Heinig, Deana George, Janelle Harper, Patty Stringfellow

On a motion by M. Heinig, seconded by D. George, the Board unanimously approved year-end bills.

On a motion by D. George, seconded by J. Harper the Board unanimously approved transfers in the Operating Fund and the Library Improvement Reserve Fund.

With no further business, the meeting adjourned at 9:15 AM.

  
Attest: Natalie Waling

  
Deana George, Secretary



**CIRCULATION BY HOLDINGS CODE**  
**December 2014**

| ITEM CODE                         | DEMOTTE | RENSSELAER | WHEATFIELD | TOTAL |
|-----------------------------------|---------|------------|------------|-------|
| Award Winner JBIO (DAJBIO)        | 0       | 0          | 0          | 0     |
| Award Winner JE (DAJE)            | 0       | 0          | 0          | 0     |
| Award Winner JFIC (DAJFIC)        | 23      | 8          | 1          | 32    |
| Award Winner JNF (DAJNF)          | 0       | 0          | 0          | 0     |
| Award Winner JPFIC (DAJBPF)       | 0       | 0          | 0          | 0     |
| Award Winning fiction (DAWFIC)    | 0       | 0          | 0          | 0     |
| Award Winning non-fiction (DAWNF) | 0       | 0          | 0          | 0     |
| Award Winner YAFIC (DAYAF)        | 0       | 0          | 0          | 0     |
| Award Winner YAPFIC (DAYPBF)      | 0       | 0          | 0          | 0     |
| Biography (DBIO)                  | 19      | 1          | 1          | 21    |
| Blu-Ray (DBR)                     | 153     | 1          | 0          | 154   |
| Books on CD (DBKCD)               | 178     | 3          | 4          | 185   |
| Books on Tape (DBKT)              | 0       | 0          | 0          | 0     |
| Compact Disc (DCD)                | 160     | 3          | 5          | 168   |
| Digital Audiobooks (DDA)          | 21      | 0          | 0          | 21    |
| DVD (DDVD)                        | 1381    | 22         | 5          | 1408  |
| Equipment (DEQP)                  | 62      | 0          | 0          | 62    |
| See librarian (DERR)              | 0       | 0          | 0          | 0     |
| Express Book (DEXP)               | 51      | 0          | 0          | 51    |
| Fiction (DFIC)                    | 581     | 8          | 22         | 611   |
| Fiction Fantasy (DFICF)           | 10      | 4          | 0          | 14    |
| Fiction Mystery (DFICM)           | 69      | 0          | 5          | 74    |
| Fiction New (DFICNEW)             | 368     | 14         | 14         | 396   |
| Fiction Science Fiction (DFICSF)  | 7       | 0          | 0          | 7     |
| Fiction Western (DFICW)           | 15      | 0          | 0          | 15    |
| Genealogy (DGENE)                 | 0       | 0          | 0          | 0     |
| Genealogy Mag (DGMAG)             | 0       | 0          | 0          | 0     |
| Graphic Novels (DGN)              | 48      | 0          | 0          | 48    |
| Hanging Bags (DHANG)              | 3       | 0          | 0          | 3     |
| ILL (DILL)                        | 61      | 2          | 8          | 71    |
| Internet (DINTER)                 | 745     | 0          | 0          | 745   |
| Juv. Audio book (DJAUDB)          | 9       | 1          | 0          | 10    |
| Juv. Biography (DJBIO)            | 18      | 1          | 0          | 19    |
| Juv. Book on CD (DJBKCD)          | 0       | 0          | 0          | 0     |
| Juv. Book on Tape (DJBKT)         | 0       | 0          | 0          | 0     |
| Juv. Compact Disc (DJCD)          | 12      | 0          | 0          | 12    |
| Juvenile Easy (DJE)               | 282     | 20         | 0          | 302   |
| Juv. Easy Non-fiction (DJENF)     | 42      | 0          | 0          | 42    |
| Juv. Easy Reader (DJER)           | 215     | 1          | 0          | 216   |
| Juv. Fiction (DJFIC)              | 385     | 6          | 5          | 396   |
| Juv. Holiday books (DJHOL)        | 210     | 10         | 0          | 220   |
| Juv. Magazine (DJMAG)             | 33      | 0          | 0          | 33    |
| Juv. Music Cassette (DJMC)        | 0       | 0          | 0          | 0     |
| Juv. Nonfiction (DJNF)            | 172     | 16         | 0          | 188   |
| Juv. Nonfic Text Bk (DJNFTB)      | 0       | 0          | 0          | 0     |
| Juv. Paperback fic (DJPBF)        | 0       | 0          | 0          | 0     |
| Juv. Professional Coll. (DJPRO)   | 0       | 0          | 0          | 0     |
| Juv. Reference (DJREF)            | 2       | 0          | 0          | 2     |
| Juv. Toddler (DJTOD)              | 53      | 0          | 0          | 53    |

|                                 |     |      |    |      |
|---------------------------------|-----|------|----|------|
| Large Print Fiction (DLPF)      | 237 | 12   | 3  | 252  |
| Large Print Nonfic (DLPNF)      | 9   | 2    | 0  | 11   |
| Magazine (DMAG)                 | 580 | 7    | 13 | 600  |
| Music Cassette (DMCAS)          | 0   | 0    | 0  | 0    |
| Nonfiction 000 (DNF000)         | 12  | 3    | 0  | 15   |
| Nonfiction 100 (DNF100)         | 19  | 0    | 0  | 19   |
| Nonfiction 200 (DNF200)         | 20  | 0    | 1  | 21   |
| Nonfiction 300 (DNF300)         | 25  | 9    | 1  | 35   |
| Nonfiction 400 (DNF400)         | 5   | 0    | 0  | 5    |
| Nonfiction 500 (DNF500)         | 8   | 0    | 0  | 8    |
| Nonfiction 600 (DNF600)         | 111 | 8    | 4  | 123  |
| Nonfiction 700 (DNF700)         | 47  | 5    | 5  | 57   |
| Nonfiction 800 (DNF800)         | 12  | 2    | 0  | 14   |
| Nonfiction 900 (DNF900)         | 54  | 2    | 3  | 59   |
| Nonfiction Blu-Ray (DNFBR)      | 3   | 0    | 0  | 3    |
| Nonfiction DVD (DNFDVD)         | 82  | 0    | 3  | 85   |
| Nonfiction (DNFIC)              | 0   | 0    | 0  | 0    |
| Nonfiction New (DNFNEW)         | 127 | 5    | 11 | 143  |
| Nonfiction VHS (DNFVHS)         | 4   | 0    | 1  | 5    |
| Oversize (DOVER)                | 0   | 0    | 0  | 0    |
| Professional Coll. (DPROF)      | 0   | 0    | 0  | 0    |
| Parent Shelf Juv. Fic (DPSJFic) | 0   | 0    | 0  | 0    |
| Parent Shelf Juv. NF (DPSJNF)   | 0   | 0    | 0  | 0    |
| Reference (DREF)                | 0   | 0    | 0  | 0    |
| Ref. Magazine (DRMAG)           | 0   | 0    | 0  | 0    |
| Reference Software (DRSW)       | 0   | 0    | 0  | 0    |
| Spanish Collection (DSPA)       | 3   | 0    | 0  | 3    |
| Software (DSWAR)                | 10  | 0    | 0  | 10   |
| Vertical File (DVF)             | 0   | 0    | 0  | 0    |
| VHS (DVHS)                      | 31  | 0    | 3  | 34   |
| YA Audio book (DYAUDB)          | 3   | 0    | 0  | 3    |
| YA Biography (DYAB)             | 5   | 0    | 0  | 5    |
| YA Books on CD (DYABKCD)        | 0   | 0    | 0  | 0    |
| YA Books on Tape (DYABKT)       | 0   | 0    | 0  | 0    |
| YA Fiction (DYAF)               | 120 | 4    | 10 | 134  |
| YA Music CD (DYACD)             | 0   | 0    | 0  | 0    |
| YA Nonfiction (DYANF)           | 5   | 0    | 0  | 5    |
| YA Paperback Fic (DYAPBF)       | 0   | 0    | 0  | 0    |
| Storage (DZSTO)                 | 4   | 0    | 0  | 4    |
|                                 |     |      |    |      |
| Award Winner JBIO (RAJBIO)      | 0   | 0    | 0  | 0    |
| Award Winner JE (RAJE)          | 0   | 0    | 0  | 0    |
| Award Winner JFIC (RAJFIC)      | 0   | 0    | 0  | 0    |
| Biography (RBIO)                | 4   | 30   | 1  | 35   |
| Blu-Ray (RBR)                   | 1   | 203  | 0  | 204  |
| Books on CD (RBKCD)             | 6   | 149  | 3  | 158  |
| Books on Tape (RBKT)            | 0   | 0    | 0  | 0    |
| Compact Disc (RCD)              | 12  | 195  | 4  | 211  |
| Digital Audiobooks (RDA)        | 0   | 14   | 0  | 14   |
| DVD (RDVD)                      | 40  | 2602 | 15 | 2657 |
| Equipment (REQP)                | 0   | 14   | 0  | 14   |
| See librarian (RERR)            | 0   | 0    | 0  | 0    |
| Express Book (REXP)             | 0   | 34   | 0  | 34   |
| Fiction (RFIC)                  | 25  | 549  | 9  | 583  |
| Fiction New (RFICNEW)           | 20  | 341  | 15 | 376  |

|                                 |    |      |   |      |
|---------------------------------|----|------|---|------|
| Genealogy (RGENE)               | 0  | 0    | 0 | 0    |
| Genealogy Mag (RGMAG)           | 0  | 0    | 0 | 0    |
| Gen. Milroy Coll (RGMIL)        | 0  | 0    | 0 | 0    |
| Graphic Novels (RGN)            | 4  | 108  | 2 | 114  |
| Hanging Bag (RHANG)             | 0  | 8    | 0 | 8    |
| ILL (RILL)                      | 2  | 79   | 0 | 81   |
| Internet (RINTER)               | 0  | 1054 | 0 | 1054 |
| Juv. Audio book (RJAUDB)        | 0  | 8    | 2 | 10   |
| Juv. Biography (RJBIO)          | 1  | 22   | 0 | 23   |
| Juv. Book on CD (RJBKCD)        | 0  | 0    | 0 | 0    |
| Juv. Book on Tape (RJBKT)       | 0  | 0    | 0 | 0    |
| Juv. Compact Disc (RJCD)        | 0  | 44   | 0 | 44   |
| Juvenile Easy (RJE)             | 10 | 639  | 6 | 655  |
| Juv. Easy Non-fiction (RJENF)   | 0  | 39   | 0 | 39   |
| Juv. Easy Reader (RJER)         | 3  | 219  | 4 | 226  |
| Juv. Fiction (RJFIC)            | 12 | 511  | 5 | 528  |
| Juv. Magazine (RJMAG)           | 0  | 13   | 0 | 13   |
| Juv. Music Cassette (RJMC)      | 0  | 0    | 0 | 0    |
| Juv. Nonfiction (RJNF)          | 9  | 271  | 4 | 284  |
| Juv. Paperback fic (RJPBF)      | 0  | 0    | 0 | 0    |
| Juv. Professional Coll. (RJPRO) | 0  | 0    | 0 | 0    |
| Juv. Reference (RJREF)          | 0  | 5    | 0 | 5    |
| Juv. Toddler (RJTOD)            | 1  | 68   | 0 | 69   |
| Large Print Fiction (RLPF)      | 18 | 223  | 2 | 243  |
| Large Print Nonfic (RLPNF)      | 0  | 8    | 0 | 8    |
| Magazine (RMAG)                 | 0  | 321  | 0 | 321  |
| Music Cassette (RMCAS)          | 0  | 0    | 0 | 0    |
| Non-Fiction 000 (RNF000)        | 1  | 6    | 0 | 7    |
| Non-Fiction 100 (RNF100)        | 0  | 14   | 1 | 15   |
| Non-Fiction 200 (RNF200)        | 1  | 13   | 0 | 14   |
| Non-Fiction 300 (RNF300)        | 1  | 61   | 2 | 64   |
| Non-Fiction 400 (RNF400)        | 0  | 3    | 0 | 3    |
| Non-Fiction 500 (RNF500)        | 0  | 15   | 0 | 15   |
| Non-Fiction 600 (RNF600)        | 11 | 199  | 6 | 216  |
| Non-Fiction 700 (RNF700)        | 0  | 69   | 0 | 69   |
| Non-Fiction 800 (RNF800)        | 0  | 24   | 0 | 24   |
| Non-Fiction 900 (RNF900)        | 8  | 55   | 1 | 64   |
| Nonfiction Blu-Ray (RNFBR)      | 0  | 5    | 0 | 5    |
| Nonfiction DVD (RNFDVD)         | 2  | 193  | 0 | 195  |
| Nonfiction (RNFIC)              | 0  | 1    | 0 | 1    |
| Nonfiction new (RNFNEW)         | 10 | 162  | 7 | 179  |
| Nonfiction VHS (RNFVHS)         | 0  | 0    | 0 | 0    |
| Oversize (ROVER)                | 0  | 0    | 0 | 0    |
| Professional Coll. (RPRO)       | 0  | 2    | 0 | 2    |
| Reference (REF)                 | 0  | 0    | 0 | 0    |
| Reference Business (RREFB)      | 0  | 0    | 0 | 0    |
| Ref. Magazine (RRMAG)           | 0  | 0    | 0 | 0    |
| Ready Reference (RRR)           | 0  | 0    | 0 | 0    |
| Reference Software (RRSW)       | 0  | 0    | 0 | 0    |
| Spanish Collection (RSPA)       | 0  | 7    | 0 | 7    |
| Software (RSWAR)                | 0  | 15   | 0 | 15   |
| Vertical File (RVF)             | 0  | 0    | 0 | 0    |
| VHS (RVHS)                      | 0  | 0    | 0 | 0    |
| YA Audio book (RYAUDB)          | 0  | 7    | 0 | 7    |
| YA Biography (RYAB)             | 0  | 1    | 0 | 1    |



|                                  |    |     |      |      |
|----------------------------------|----|-----|------|------|
| YA Books on CD (RYABKCD)         | 0  | 0   | 0    | 0    |
| YA Books on Tape (RYABKT)        | 0  | 0   | 0    | 0    |
| YA Fiction (RYAF)                | 7  | 133 | 7    | 147  |
| YA Music CD (RYACD)              | 0  | 51  | 1    | 52   |
| YA Nonfiction (RYANF)            | 0  | 10  | 1    | 11   |
| YA Paperback Fic (RYAPBF)        | 0  | 0   | 0    | 0    |
| Storage (RZSTO)                  | 0  | 1   | 0    | 1    |
| Award Winner JE (WAJE)           | 0  | 0   | 0    | 0    |
| Biography (WBIO)                 | 3  | 1   | 10   | 14   |
| Blu-Ray (WBR)                    | 1  | 0   | 261  | 262  |
| Books on CD (WBKCD)              | 14 | 23  | 126  | 163  |
| Books on Tape (WBKT)             | 0  | 0   | 0    | 0    |
| Compact Disc (WCD)               | 8  | 11  | 272  | 291  |
| Digital Audiobooks (WDA)         | 0  | 1   | 12   | 13   |
| DVD (WDVD)                       | 14 | 22  | 1838 | 1874 |
| Equipment (WEQP)                 | 0  | 0   | 6    | 6    |
| See librarian (WERR)             | 0  | 0   | 0    | 0    |
| Express Book (WEXP)              | 0  | 0   | 15   | 15   |
| Fiction (WFIC)                   | 27 | 13  | 279  | 319  |
| Fiction Fantasy (WFICF)          | 0  | 1   | 7    | 8    |
| Fiction Mystery (WFICM)          | 2  | 9   | 22   | 33   |
| Fiction New (WFICNEW)            | 32 | 20  | 222  | 274  |
| Fiction Science Fiction (WFICSF) | 0  | 0   | 7    | 7    |
| Fiction Western (WFICW)          | 0  | 0   | 3    | 3    |
| Genealogy (WGENE)                | 0  | 0   | 0    | 0    |
| Genealogy Mag (WGMAg)            | 0  | 0   | 0    | 0    |
| Graphic Novels (WGN)             | 1  | 0   | 11   | 12   |
| Hanging Bags (WHANG)             | 1  | 0   | 6    | 7    |
| ILL (WILL)                       | 0  | 2   | 36   | 38   |
| Internet (WINTER)                | 0  | 0   | 337  | 337  |
| Juv. Audio book (WJAUDb)         | 0  | 2   | 16   | 18   |
| Juv. Biography (WJBIO)           | 3  | 3   | 3    | 9    |
| Juv. Book on CD (WJBKCD)         | 0  | 0   | 0    | 0    |
| Juv. Book on Tape (WJBKT)        | 0  | 0   | 0    | 0    |
| Juv. Compact Disc (WJCD)         | 0  | 0   | 40   | 40   |
| Juvenile Easy (WJE)              | 6  | 20  | 456  | 482  |
| Juv. Easy Non-fiction (WJENF)    | 0  | 0   | 22   | 22   |
| Juv. Easy Reader (WJER)          | 5  | 0   | 273  | 278  |
| Juv. Fiction (WJFIC)             | 11 | 14  | 260  | 285  |
| Juv. Magazine (WJMAG)            | 0  | 0   | 6    | 6    |
| Juv. Music Cassette (WJMC)       | 0  | 0   | 0    | 0    |
| Juv. Nonfiction (WJNF)           | 4  | 9   | 107  | 120  |
| Juv. Paperback fic (WJPBF)       | 0  | 0   | 0    | 0    |
| Juv. Professional Coll. (WJPRO)  | 0  | 0   | 0    | 0    |
| Juv. Reference (WJREF)           | 0  | 0   | 1    | 1    |
| Juv. Toddler (WJTOD)             | 0  | 0   | 77   | 77   |
| Large Print Fiction (WLPF)       | 18 | 7   | 106  | 131  |
| Large Print Nonfic (WLPNF)       | 0  | 1   | 6    | 7    |
| Magazine (WMAG)                  | 42 | 0   | 241  | 283  |
| Non-Fiction 000 (WNF000)         | 0  | 1   | 3    | 4    |
| Non-Fiction 100 (WNF100)         | 0  | 0   | 3    | 3    |
| Non-Fiction 200 (WNF200)         | 0  | 0   | 7    | 7    |
| Non-Fiction 300 (WNF300)         | 0  | 4   | 14   | 18   |
| Non-Fiction 400 (WNF400)         | 0  | 0   | 0    | 0    |

|                               |             |             |             |              |
|-------------------------------|-------------|-------------|-------------|--------------|
| Non-Fiction 500 (WNF500)      | 0           | 0           | 6           | 6            |
| Non-Fiction 600 (WNF600)      | 6           | 5           | 64          | 75           |
| Non-Fiction 700 (WNF700)      | 4           | 4           | 19          | 27           |
| Non-Fiction 800 (WNF800)      | 1           | 1           | 0           | 2            |
| Non-Fiction 900 (WNF900)      | 3           | 4           | 21          | 28           |
| Nonfiction Blu-Ray (WNFBR)    | 0           | 0           | 0           | 0            |
| Nonfiction DVD (WNFDVD)       | 1           | 0           | 70          | 71           |
| Nonfiction (WNFIC)            | 0           | 0           | 0           | 0            |
| Nonfiction New (WNFNEW)       | 11          | 11          | 54          | 76           |
| Nonfiction VHS (WNFVHS)       | 0           | 0           | 1           | 1            |
| Professional Coll. (WPROF)    | 0           | 0           | 0           | 0            |
| Parent Shelf Juv. Fic (WPJF)  | 0           | 0           | 0           | 0            |
| Parent Shelf Juv. NF (WPSJNF) | 0           | 0           | 0           | 0            |
| Reference (WREF)              | 0           | 0           | 0           | 0            |
| Ref. Magazine (WRMAG)         | 0           | 0           | 0           | 0            |
| Reference Software (WRSWAR)   | 0           | 0           | 0           | 0            |
| Spanish Collection (WSPA)     | 0           | 0           | 0           | 0            |
| Software (WSWAR)              | 1           | 1           | 9           | 11           |
| Vertical File (WVF)           | 0           | 0           | 0           | 0            |
| VHS (WVHS)                    | 0           | 0           | 13          | 13           |
| YA Audio book (WYAUDB)        | 0           | 0           | 0           | 0            |
| YA Biography (WYAB)           | 0           | 0           | 2           | 2            |
| YA Books on CD (WYABKCD)      | 0           | 1           | 7           | 8            |
| YA Books on Tape (WYABKT)     | 0           | 0           | 0           | 0            |
| YA Fiction (WYAF)             | 18          | 20          | 228         | 266          |
| YA Music CD (WYACD)           | 0           | 0           | 0           | 0            |
| YA Nonfiction (WYANF)         | 0           | 0           | 6           | 6            |
| YA Paperback Fic (WYAPBF)     | 0           | 0           | 0           | 0            |
| Storage (WZSTO)               | 0           | 0           | 0           | 0            |
| <b>TOTAL</b>                  | <b>7370</b> | <b>9209</b> | <b>5837</b> | <b>22416</b> |

**CIRCULATION BY HOLDINGS CODE**  
**December 2014**

| ITEM CODE                         | DEMOTTE | RENSSELAER | WHEATFIELD | TOTAL |
|-----------------------------------|---------|------------|------------|-------|
| Award Winner JBIO (AJBIO)         | 0       | 0          | 0          | 0     |
| Award Winner JE (AJE)             | 0       | 0          | 0          | 0     |
| Award Winner JFIC (AJFIC)         | 23      | 8          | 1          | 32    |
| Award Winner JNF (AJNF)           | 0       | 0          | 0          | 0     |
| Award Winner JPFIC (AJPF)         | 0       | 0          | 0          | 0     |
| Award Winning fiction (AWFIC)     | 0       | 0          | 0          | 0     |
| Award Winning non-fiction (AWNFI) | 0       | 0          | 0          | 0     |
| Award Winner YAFIC (AYAF)         | 0       | 0          | 0          | 0     |
| Award Winner YAPFIC (YAYPBF)      | 0       | 0          | 0          | 0     |
| Biography (BIO)                   | 26      | 32         | 12         | 70    |
| Blu-Ray (BR)                      | 158     | 209        | 261        | 628   |
| Books on CD (BKCD)                | 198     | 175        | 133        | 506   |
| Books on Tape (BKT)               | 0       | 0          | 0          | 0     |
| Compact Disc (CD)                 | 180     | 209        | 281        | 670   |
| Digital Audiobooks (DA)           | 21      | 15         | 12         | 48    |
| DVD (DVD)                         | 1435    | 2646       | 1858       | 5939  |
| Equipment (EQP)                   | 62      | 14         | 6          | 82    |
| See librarian (ERR)               | 0       | 0          | 0          | 0     |

|                                 |     |      |     |      |
|---------------------------------|-----|------|-----|------|
| Express Book (EXP)              | 51  | 34   | 15  | 100  |
| Fiction (FIC)                   | 633 | 570  | 310 | 1513 |
| Fiction Fantasy (FICF)          | 10  | 5    | 7   | 22   |
| Fiction Mystery (FICM)          | 71  | 9    | 27  | 107  |
| Fiction New (FICNEW)            | 420 | 375  | 251 | 1046 |
| Fiction Science Fiction (FICSF) | 7   | 0    | 7   | 14   |
| Fiction Western (FICW)          | 15  | 0    | 3   | 18   |
| Genealogy (GENE)                | 0   | 0    | 0   | 0    |
| Genealogy Mag (GMAG)            | 0   | 0    | 0   | 0    |
| Gen. Milroy Coll (GMIL)         | 0   | 0    | 0   | 0    |
| Graphic Novels (GN)             | 53  | 108  | 13  | 174  |
| Hanging Bags (HANG)             | 4   | 8    | 6   | 18   |
| ILL (ILL)                       | 63  | 83   | 44  | 190  |
| Internet (INTR)                 | 745 | 1054 | 337 | 2136 |
| Juv. Audio book (JAUDB)         | 9   | 11   | 18  | 38   |
| Juv. Biography (JBIO)           | 22  | 26   | 3   | 51   |
| Juv. Book on CD (JB CD)         | 0   | 0    | 0   | 0    |
| Juv. Book on Tape (JBKT)        | 0   | 0    | 0   | 0    |
| Juv. Compact Disc (JCD)         | 12  | 44   | 40  | 96   |
| Juvenile Easy (JE)              | 298 | 679  | 462 | 1439 |
| Juv. Easy Non-Fiction (JENF)    | 42  | 39   | 22  | 103  |
| Juv. Easy Reader (JER)          | 223 | 220  | 277 | 720  |
| Juv. Fiction (JFIC)             | 408 | 531  | 270 | 1209 |
| Juv. Holiday (JHOL)             | 210 | 10   | 0   | 220  |
| Juv. Magazine (JMAG)            | 33  | 13   | 6   | 52   |
| Juv. Music Cassette (JMC)       | 0   | 0    | 0   | 0    |
| Juv. Nonfiction (JNF)           | 185 | 296  | 111 | 592  |
| Juv. Nonfic Text Bk (JNFT)      | 0   | 0    | 0   | 0    |
| Juv. Paperback fic (JPBF)       | 0   | 0    | 0   | 0    |
| Juv. Professional Coll. (JPRO)  | 0   | 0    | 0   | 0    |
| Juv. Reference (JREF)           | 2   | 5    | 1   | 8    |
| Juv. Toddler (JTOD)             | 54  | 68   | 77  | 199  |
| Large Print Fiction (LPF)       | 273 | 242  | 111 | 626  |
| Large Print Nonfic (LPNF)       | 9   | 11   | 6   | 26   |
| Magazine (MAG)                  | 622 | 328  | 254 | 1204 |
| Music Cassette (MCAS)           | 0   | 0    | 0   | 0    |
| Non-Fiction 000 (NF000)         | 13  | 10   | 3   | 26   |
| Non-Fiction 100 (NF100)         | 19  | 14   | 4   | 37   |
| Non-Fiction 200 (NF200)         | 21  | 13   | 8   | 42   |
| Non-Fiction 300 (NF300)         | 26  | 74   | 17  | 117  |
| Non-Fiction 400 (NF400)         | 5   | 3    | 0   | 8    |
| Non-Fiction 500 (NF500)         | 8   | 15   | 6   | 29   |
| Non-Fiction 600 (NF600)         | 128 | 212  | 74  | 414  |
| Non-Fiction 700 (NF700)         | 51  | 78   | 24  | 153  |
| Non-Fiction 800 (NF800)         | 13  | 27   | 0   | 40   |
| Non-Fiction 900 (NF900)         | 65  | 61   | 25  | 151  |
| Non-Fiction Blu-Ray (NFBR)      | 0   | 0    | 0   | 0    |
| Non-Fiction DVD (NFDVD)         | 85  | 193  | 73  | 351  |
| Nonfiction (NFIC)               | 0   | 1    | 0   | 1    |
| Nonfiction New (NFNEW)          | 148 | 178  | 72  | 398  |
| Nonfiction VHS (NFVH)           | 4   | 0    | 2   | 6    |
| Oversize (OVER)                 | 0   | 0    | 0   | 0    |
| Professional Coll. (PROF)       | 0   | 2    | 0   | 2    |
| Parent Shelf Juv. Fic (PJF)     | 0   | 0    | 0   | 0    |
| Parent Shelf Juv. NF (PSJNF)    | 0   | 0    | 0   | 0    |

|                            |             |             |             |              |
|----------------------------|-------------|-------------|-------------|--------------|
| Reference (REF)            | 75          | 97          | 44          | 216          |
| Reference Business (REFB)  | 0           | 0           | 0           | 0            |
| Ref. Magazine (RMAG)       | 0           | 0           | 0           | 0            |
| Ready Reference (RRR)      | 0           | 0           | 0           | 0            |
| Reference Software (RSWAR) | 0           | 0           | 0           | 0            |
| Spanish Collection (SPA)   | 3           | 7           | 0           | 10           |
| Software (SWAR)            | 11          | 16          | 9           | 36           |
| Vertical File (VF)         | 0           | 0           | 0           | 0            |
| VHS                        | 31          | 0           | 16          | 47           |
| YA Audio book (YAUDB)      | 3           | 7           | 0           | 10           |
| YA Biography (YAB)         | 5           | 1           | 2           | 8            |
| YA Books on CD (YABKCD)    | 0           | 1           | 7           | 8            |
| YA Books on Tape (YABKT)   | 0           | 0           | 0           | 0            |
| YA Fiction (YAF)           | 145         | 157         | 245         | 547          |
| YA Music CD (YACD)         | 0           | 51          | 1           | 52           |
| YA Nonfiction (YANF)       | 5           | 10          | 7           | 22           |
| YA Paperback Fic (YAPBF)   | 0           | 0           | 0           | 0            |
| Storage (ZSTO)             | 4           | 1           | 0           | 5            |
|                            |             |             |             | 0            |
| Free reads                 | 698         | 260         | 76          | 1034         |
| Games/Puzzles              | 12          | 12          | 0           | 24           |
| Talking books              | 0           | 0           | 0           | 0            |
| Assignment Shelf Books     | 0           | 0           | 0           | 0            |
| <b>TOTAL</b>               | <b>8155</b> | <b>9578</b> | <b>5957</b> | <b>23690</b> |

|                                      | DeMotte      | Rensselaer   | Wheatfield   |              |
|--------------------------------------|--------------|--------------|--------------|--------------|
| <b>ADULT BOOKS</b>                   |              |              |              |              |
| Fiction                              | 2182         | 1496         | 807          | 4485         |
| Nonfiction                           | 673          | 918          | 339          | 1930         |
| <b>CHILDREN'S BOOKS</b>              |              |              |              |              |
| Fiction                              | 1006         | 1506         | 1087         | 3599         |
| Nonfiction                           | 461          | 376          | 137          | 974          |
| <b>YA BOOKS</b>                      |              |              |              |              |
| Fiction                              | 198          | 265          | 258          | 721          |
| Nonfiction                           | 10           | 11           | 9            | 30           |
| Magazines, Adult                     | 622          | 328          | 254          | 1204         |
| Magazines, Children                  | 33           | 13           | 6            | 52           |
| Sound Recordings, adult              | 402          | 407          | 433          | 1242         |
| Sound Recordings, ch                 | 25           | 114          | 65           | 204          |
| Online databases                     | 0            | 0            | 0            | 0            |
| Software                             | 11           | 16           | 9            | 36           |
| Vertical file                        | 0            | 0            | 0            | 0            |
| VHS/DVD/Blu-Ray                      | 1713         | 3048         | 2210         | 6971         |
| Equipment                            | 62           | 14           | 6            | 82           |
| <b>Total</b>                         | <b>7398</b>  | <b>8512</b>  | <b>5620</b>  | <b>21530</b> |
| <b>A-V Circulation</b>               | <b>2151</b>  | <b>3585</b>  | <b>2717</b>  | <b>8453</b>  |
| <b>A-V Circulation as % of total</b> | <b>29.1%</b> | <b>42.1%</b> | <b>48.3%</b> | <b>39.3%</b> |



## December 2014

December 2014

|                                                                                                      |                |                   |                   |
|------------------------------------------------------------------------------------------------------|----------------|-------------------|-------------------|
| <b>END OF MONTH:</b>                                                                                 | <b>DEMOTTE</b> | <b>RENSSELAER</b> | <b>WHEATFIELD</b> |
| <b>Total Materials Owned</b>                                                                         | 76,820         | 72,569            | 56,236            |
| <b>Circulation Increase/Decrease</b>                                                                 | <b>-0.6%</b>   | <b>-0.3%</b>      | <b>10.6%</b>      |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX |                |                   |                   |
| <b>MONTHLY SYSTEM STATISTICS</b>                                                                     | 2013           | 2014              | % change          |
| <b>Current month's Circulation</b>                                                                   | 21,061         | 21,530            | 2.2%              |
| <b>Jan. to date circulation</b>                                                                      | 315,668        | 282,945           | -10.4%            |

| DEMOTTE COLLECTION        |              | RENSSELAER COLLECTION |              | WHEATFIELD COLLECTION |                              |
|---------------------------|--------------|-----------------------|--------------|-----------------------|------------------------------|
| Start of Month            | End of Month | Start of Month        | End of Month | Start of Month        | End of Month                 |
| Volumes                   | Volumes      | Volumes               | Volumes      | Volumes               | Volumes                      |
|                           |              |                       |              |                       |                              |
| <b>ADULT BOOKS</b>        |              |                       |              |                       |                              |
| 20,567                    | 20,521       | 13,906                | 13,994       | 15,176                | 15,251 <b>Fiction</b>        |
| 20,430                    | 20,457       | 21,079                | 21,148       | 10,461                | 10,499 <b>Nonfiction</b>     |
|                           |              |                       |              |                       |                              |
| <b>CHILDREN'S BKS</b>     |              |                       |              |                       |                              |
| 14,648                    | 14,673       | 13,165                | 13,233       | 11,594                | 11,640 <b>Fiction</b>        |
| 8,549                     | 8,550        | 6,711                 | 6,729        | 6,022                 | 6,029 <b>Nonfiction</b>      |
| <b>YA BOOKS</b>           |              |                       |              |                       |                              |
| 2,372                     | 2,385        | 3,015                 | 3,039        | 2,620                 | 2,640 <b>Fiction</b>         |
| 604                       | 604          | 763                   | 766          | 138                   | 143 <b>Nonfiction</b>        |
| <b>0 Magazines,Adult</b>  |              |                       |              |                       |                              |
| <b>0 Magazines, Child</b> |              |                       |              |                       |                              |
| 0                         | 0            | 20                    | 20           | 0                     | <b>0 Games, Toys</b>         |
| 3,678                     | 3,611        | 4,235                 | 4,239        | 4,206                 | 4,206 <b>Sound Rec/Adult</b> |
| 761                       | 761          | 612                   | 563          | 883                   | 883 <b>Sound Rec/Child</b>   |
| 18                        | 18           | 29                    | 29           | 7                     | <b>7 Online Databases</b>    |
| 213                       | 213          | 336                   | 308          | 171                   | 171 <b>Software</b>          |
| 0                         | 0            |                       |              | 4                     | <b>4 Vertical Files</b>      |
| 4,886                     | 4,909        | 8,249                 | 8,359        | 4,660                 | 4,706 <b>VHS/DVD/Blu-ray</b> |
| 118                       | 118          | 142                   | 142          | 57                    | <b>57 Equipment</b>          |
| 76,844                    | 76,820       | 72,262                | 72,569       | 55,999                | 56,236 <b>TOTAL</b>          |
|                           |              |                       |              |                       |                              |

# JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

## December 2014

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|                                    | DeMotte |      | Rensselaer |      | Wheatfield |      | TOTAL | HOURS SPENT |
|------------------------------------|---------|------|------------|------|------------|------|-------|-------------|
|                                    |         | Hrs. |            | Hrs. |            | Hrs. |       |             |
| INTRALIBRARY LOANS FILLED          | 126     | 27   | 118        | 26   | 210        | 46   | 454   | 98          |
| LOCAL HISTORY                      |         |      |            |      |            |      |       |             |
| In person                          | 0       | 0    | 6          | 2    | 0          | 0    | 6     | 2           |
| Letters written                    | 3       | 3    | 3          | 3    | 0          | 0    | 6     | 6           |
| IN-HOUSE USE - HARDWARE/SOFTWARE   |         |      |            |      |            |      |       |             |
| Internet use-Wired                 | 745     | 31   | 1054       | 44   | 337        | 14   | 2136  | 89          |
| Internet use-Wireless              | 2487    |      | 3866       |      | 943        |      | 7296  |             |
| Computer software used             | 165     | 14   | 170        | 14   | 50         | 4    | 385   | 32          |
| VCR Use                            | 0       | 0    | 0          | 0    | 1          | 0    | 1     | 0           |
| Microforms                         | 25      | 3    | 18         | 2    | 0          | 0    | 43    | 6           |
| CD ROM/Online databases            | 56      | 5    | 177        | 15   | 78         | 7    | 311   | 26          |
| Typewriter use                     | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0           |
| Other equipment used               | 1       | 0    | 1          | 0    | 6          | 2    | 8     | 3           |
| OTHER LIBRARY SERVICES USED        |         |      |            |      |            |      |       |             |
| Outreach activities                | 48      | 48   | 10         | 7    | 0          | 0    | 58    | 39          |
| Notarized documents                | 15      | 4    | 7          | 2    | 3          | 1    | 25    | 6           |
| Meeting Room Use (no. of group)    | 36      | 12   | 33         | 11   | 27         | 9    | 96    | 32          |
| Study room use                     | 35      | 3    | 40         | 3    | 32         | 3    | 107   | 9           |
| Proctoring                         | 0       | 0    | 1          | 1    | 0          | 0    | 1     | 1           |
| Tax Forms distributed              | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0           |
| Pull Requests                      | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0           |
| E-books downloaded                 |         |      |            |      |            |      | 1178  |             |
| IN-HOUSE USE ITEMS                 | 171     |      | 141        |      | 142        |      | 454   |             |
| SELF-CHECKOUT USE                  | 187     |      | 777        |      | 0          |      | 964   |             |
| INTERLIBRARY LOANS                 |         |      |            |      |            |      |       |             |
| Requests made for:                 | 45      | 11   | 113        | 28   | 51         | 13   | 209   | 52          |
| Items rec'd for:                   | 75      | 38   | 97         | 49   | 44         | 22   | 216   | 108         |
| Items requested by other libraries | 0       |      | 0          |      | 0          |      | 0     |             |
| Items supplied to other libraries  | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0           |

### REGISTRATIONS

|                             |      |      |      |       |
|-----------------------------|------|------|------|-------|
| Total Borrowers             | 9002 | 9132 | 5405 | 23539 |
| Non-resident, paying        | 1    | 1    | 0    | 2     |
| PLAC card users             | 0    | 3    | 1    | 4     |
| Reciprocal borrowers        | 393  | 595  | 146  | 1134  |
| Number of New Patrons Added | 22   | 27   | 23   | 72    |

### PROGRAMS

|  | DeMotte | Rensselaer | Wheatfield | TOTAL | HOURS SPENT |
|--|---------|------------|------------|-------|-------------|
|  | Hrs.    | Hrs.       | Hrs.       |       |             |

|                                     |     |     |     |     |     |     |     |     |
|-------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|
| Programs for all ages               | 4   | 24  | 1   | 6   | 1   | 6   | 6   | 36  |
| Children's Programs (0-13)          | 3   | 18  | 12  | 72  | 8   | 48  | 23  | 138 |
| Number attending                    | 137 |     | 134 |     | 214 |     | 485 |     |
| YA Programs (14-17)                 | 2   | 12  | 1   | 6   | 3   | 18  | 6   | 36  |
| Number attending                    | 15  |     | 10  |     | 26  |     | 51  |     |
| Adult Programs                      | 1   | 6   | 5   | 30  | 0   | 0   | 6   | 36  |
| Number attending                    | 44  |     | 67  |     | 26  |     | 137 |     |
| Senior Citizen Programs             | 6   | 36  | 3   | 18  | 3   | 18  | 12  | 72  |
| Number attending                    | 88  |     | 22  |     | 22  |     | 132 |     |
| Total Number of Programs            | 16  | 96  | 22  | 132 | 15  | 90  | 53  | 318 |
| Total Persons Attending             | 284 |     | 233 |     | 288 |     | 805 |     |
| Total Attending Same Month Last Yr. | 265 |     | 271 |     | 228 |     | 764 |     |
| Total Staff Hours Spent             |     | 295 |     | 338 |     | 210 |     | 842 |
| Total Number of In-House Program    | 15  |     | 21  |     | 11  |     | 47  |     |
| Total Attendance                    | 263 |     | 217 |     | 110 |     | 590 |     |
| Total Number of Outreach Program    | 1   |     | 1   |     | 4   |     | 6   |     |
| Total Attendance                    | 21  |     | 16  |     | 178 |     | 215 |     |

### CIRCULATION BY PATRON CODE

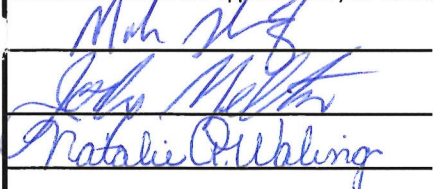
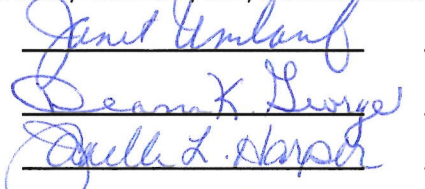
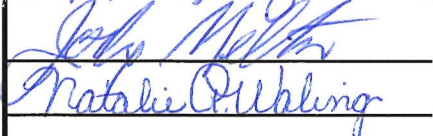
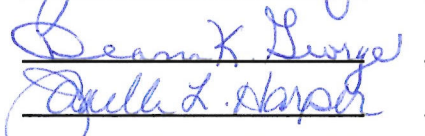
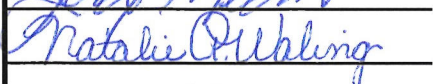
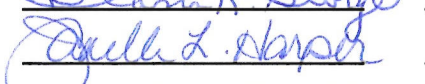
| PATRONS                            | DeMotte         |               | Rensselaer      |               | Wheatfield      |               | ALL LIBRARIES   |               |
|------------------------------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|
|                                    | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total |
| Adult                              | 5457            | 74.4%         | 5550            | 65.9%         | 3982            | 71.4%         | 14989           | 70.2%         |
| Corporate                          | 17              | 0.2%          | 45              | 0.5%          | 0               | 0.0%          | 62              | 0.3%          |
| Juvenile 0-11                      | 22              | 0.3%          | 230             | 2.7%          | 13              | 0.2%          | 265             | 1.2%          |
| Juvenile-AV                        | 765             | 10.4%         | 887             | 10.5%         | 685             | 12.3%         | 2337            | 11.0%         |
| Nonresident No Fee                 | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| Nonresident Fee                    | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| PLAC (state library card)          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| Reciprocal Adult                   | 131             | 1.8%          | 408             | 4.8%          | 112             | 2.0%          | 651             | 3.1%          |
| Reciprocal Juvenile                | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| Reciprocal Juvenile AV             | 0               | 0.0%          | 15              | 0.2%          | 11              | 0.2%          | 26              | 0.1%          |
| Reciprocal YA                      | 0               | 0.0%          | 6               | 0.1%          | 0               | 0.0%          | 6               | 0.0%          |
| Reciprocal YA AV                   | 4               | 0.1%          | 10              | 0.1%          | 0               | 0.0%          | 14              | 0.1%          |
| School                             | 0               | 0.0%          | 1               | 0.0%          | 0               | 0.0%          | 1               | 0.0%          |
| School AV                          | 0               | 0.0%          | 10              | 0.1%          | 0               | 0.0%          | 10              | 0.0%          |
| St. Joseph College                 | 0               | 0.0%          | 82              | 1.0%          | 0               | 0.0%          | 82              | 0.4%          |
| Staff                              | 606             | 8.3%          | 716             | 8.5%          | 504             | 9.0%          | 1826            | 8.6%          |
| Walking books                      | 100             | 1.4%          | 82              | 1.0%          | 0               | 0.0%          | 182             | 0.9%          |
| YA 12-17                           | 15              | 0.2%          | 39              | 0.5%          | 0               | 0.0%          | 54              | 3.9%          |
| YA-AV                              | 218             | 3.0%          | 346             | 4.1%          | 269             | 4.8%          | 833             | 3.9%          |
| <b>Total</b>                       | 7335            |               | 8427            |               | 5576            |               | 21338           |               |
| All items borrowed by nonresidents | 135             | 1.8%          | 532             | 6.3%          | 123             | 2.2%          | 790             | 3.7%          |



# 2015 Salary Ordinance

| Employee:             | Classification    | Date - Wage Increase | Hrs/ Week    | Hourly Rate                   | Proposed Annual Gross Salary |
|-----------------------|-------------------|----------------------|--------------|-------------------------------|------------------------------|
| Amalong, Rebecca      | TS Librarian - R  | 1/1                  | 40           | \$22.41                       | \$46,612.80                  |
| Barko, Donna          | HR Spec 3 - R     | 1/1                  | 32           | \$16.33                       | \$27,173.12                  |
| Beedle, Marlene       | Spec 1 - D        | 1/1                  | 32           | \$19.65                       | \$32,697.60                  |
| Birchett, Brandi      | Clerk-D           | 1/1                  | 12           | 10.27                         | \$6,408.48                   |
| Bristol, Evie         | Lib 1 - W         | 1/1, 7/16            | 40           | \$18.17/\$18.72               | \$38,321.60                  |
| Carr, Renee           | Spec 1 - D        | 1/1                  | 10           | \$20.39                       | \$10,602.80                  |
| Cavinder, Rachael     | YS Spec 3 - W     | 1/1                  | 35           | \$19.25                       | \$35,035.00                  |
| Cox, Allie            | Page- R           | 1/1,1/16,4/16,10/16  | 10           | \$7.25/\$7.35/\$7.45/\$7.55   | \$3,868.00                   |
| DeVries, Carolyn      | Asst 2 - W        | 1/1                  | 32           | \$12.88                       | \$21,432.32                  |
| Del Vecchio, Yvonne   | Asst 2 - D        | 1/1                  | 32           | \$12.94                       | \$21,532.16                  |
| Delger, Kim           | Asst 2 - D        | 1/1                  | 32           | \$14.08                       | \$23,429.12                  |
| Dittrich, Jordon      | Page- W           | 1/1                  | 9            | \$7.70                        | \$3,603.60                   |
| Duran, Emily          | Spec 1 - R        | 1/1                  | 40           | \$17.64                       | \$36,691.20                  |
| Edelman, Rebekah      | Clerk-R           | 1/1                  | 12           | \$10.32                       | \$6,439.68                   |
| Edwardson, Jan        | Page- R           | 1/1,3/16,6/16,12/16  | 10           | \$7.25/\$7.35/\$7.45/\$7.55   | \$3,844.00                   |
| Eenigenburg, Patricia | Clerk-D           | 1/1                  | 17           | \$10.27                       | \$9,078.68                   |
| Fitch, Meredith       | Clerk- R          | 1/1,2/1,5/1,11/1     | 17.5         | \$9.82/\$9.92/\$10.02/\$10.12 | \$9,097.20                   |
| Gilmore, Rayann       | Bus. Mgr - R      | 1/1                  | 40           | \$17.75                       | \$36,920.00                  |
| Guritz, Carlie        | Page- D           | 1/1                  | 10           | \$7.85                        | \$4,082.00                   |
| Hachlica, Nickole     | Clerk- W          | 1/1,2/16,8/16        | 14           | \$10.07/\$10.17/\$10.27       | \$7,423.36                   |
| Hausenfleck, Karla    | Asst 2 - D        | 1/1                  | 35           | \$12.69                       | \$23,095.80                  |
| Havens, Denise        | Clerk-D           | 1/1                  | 24           | \$12.36                       | \$15,425.28                  |
| Hromada, William      | Janitor-D/Courier | 1/1                  | 20           | \$12.30                       | \$12,792.00                  |
| Hunter, Kimberly      | Asst 2 - R        | 1/1,10/16            | 40           | \$12.32/\$12.50               | \$25,704.80                  |
| Jones, Margaret       | Janitor - W       | 1/1                  | 13           | \$12.61                       | \$8,524.36                   |
| Kristoff, Deborah     | Spec. 3- D        | 1/1,12/1             | 40           | \$15.89/\$16.37               | \$33,147.20                  |
| Kuhn, Rachel          | Spec 1- R         | 1/1                  | 35           | \$13.03                       | \$23,714.60                  |
| Lambert, Jean         | Asst 1- R         | 1/1                  | 20           | \$11.57                       | \$12,032.80                  |
| Lambert, Jean         | Janitor - D       | 1/1                  | 20           | \$13.02                       | \$13,540.80                  |
| Lane, Cori            | Clerk- R          | 1/1,2/1,5/1,11/1     | 12           | \$9.82/\$9.92/\$10.02/\$10.12 | \$6,238.08                   |
| LeRose, Erica         | Clerk- W          | 1/1,2/16,5/16,11/16  | 14           | \$9.82/\$9.92/\$10.02/\$10.12 | \$7,269.36                   |
| Luke, Todd            | Maintenance-R     | 1/1                  | 12           | \$13.13                       | \$8,193.12                   |
| Maxwell, Sheila       | Sys Adm - R       | 1/1                  | 40           | \$29.85                       | \$62,088.00                  |
| Michelin, Margaret    | Spec 3 - R        | 1/1                  | 40           | \$20.52                       | \$42,681.60                  |
| Molenaar, Mary        | Spec. 1 - R       | 1/1                  | 40           | \$14.89                       | \$30,971.20                  |
| Nagel, Jessica        | Page- R           | 1/1,1/16,4/16,10/16  | 10           | \$7.25/\$7.35/\$7.45/\$7.55   | \$3,868.00                   |
| Opolski, Diane        | Asst 2 - W        | 1/1                  | 32           | \$17.79                       | \$29,602.56                  |
| Peshewa, Shakti       | Page- R           | 1/1,2/1,5/1,11/1     | 10           | \$7.25/\$7.35/\$7.45/\$7.55   | \$3,862.00                   |
| Phillips, Nancy       | Asst 2 - R        | 1/1                  | 35           | \$13.79                       | \$25,097.80                  |
| Poortenga, Linda      | Lib 3 - R         | 1/1                  | 40           | \$25.16                       | \$52,332.80                  |
| Postma, Benjamin      | Clerk- D          | 1/1                  | 12           | \$10.12                       | \$6,314.88                   |
| Richardson, Bailey    | Page- D           | 1/1,4/16,7/16        | 10           | \$7.25/\$7.35/\$7.45          | \$3,835.00                   |
| Salyer, Beth          | Clerk-R           | 1/1                  | 17.5         | \$13.65                       | \$12,421.50                  |
| Sanders, Christina    | Janitor-W         | 1/1                  | 13           | \$12.30                       | \$8,314.80                   |
| Saucedo, Juanita      | Janitor- R        | 1/1,9/1              | 15           | \$11.59/\$11.76               | \$9,086.10                   |
| Smith, Cynthia        | Clerk - R         | 1/1                  | 29           | \$10.82                       | \$16,316.56                  |
| Smith, Melissa        | Asst 2 - R        | 1/1                  | 40           | \$12.88                       | \$26,790.40                  |
| Speacht, Nanette      | Asst 2 - W        | 1/1                  | 32           | \$14.99                       | \$24,943.36                  |
| Steinberg, Alex       | Page- D           | 1/1, 1/16, 7/16      | 10           | \$7.35/\$7.45/\$7.55          | \$3,896.00                   |
| Stringfellow, Patty   | Director - R      | 1/1                  | 40           | \$31.53                       | \$65,582.40                  |
| Tachtiris, Jill       | Ref Spec 3 - D    | 1/1                  | 40           | \$20.69                       | \$43,035.20                  |
| Thompson, Linda       | Asst 2 - W        | 1/1                  | 32           | \$16.39                       | \$27,272.96                  |
| Trainor, Neile        | Clerk- W          | 1/1,3/1,6/1,12/1     | 14           | \$9.82/\$9.92/\$10.02/\$10.12 | \$7,260.96                   |
| Widner, Melissa       | Spec 3 - R        | 1/1                  | 40           | \$17.38                       | \$36,150.40                  |
| Wilma, Janice         | Lib 2- R          | 1/1,10/1             | 35           | \$17.22/\$17.48               | \$31,458.70                  |
| Wrezinski, Kaitlyn    | Page- W           | 1/1                  | 9            | \$7.85                        | \$3,673.80                   |
| Wynkoop, Dorene       | Clerk-W           | 1/1                  | 14           | \$11.15                       | \$8,117.20                   |
| New YS Specialist     | YS Spec 3- D      | 1/1                  | 35           | \$15.62                       | \$28,428.40                  |
| New Janitor           | Janitor- R        | 1/1                  | 15           | \$11.59                       | \$9,040.20                   |
| New Maintenance       | Maintenance-D     | 1/1                  | 12           | \$13.13                       | \$8,193.12                   |
| New Maintenance       | Maintenance-W     | 1/1                  | 12           | \$13.13                       | \$8,193.12                   |
| <b>TOTAL</b>          |                   |                      | <b>1,485</b> |                               | <b>\$1,212,799.94</b>        |

We have examined and approved the year 2015 Jasper County Public Library Salary Ordinance dated January 12, 2015.

|                                                                                    |                                                                                     |  |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--|
|  |  |  |
|  |  |  |
|  |  |  |

## **Director's Financial Report 2014**

The library began the year with \$2,651,351.79 for all funds.

2014 began with \$540,945.63 in the Operating Fund. Operating Fund receipts exceeded disbursements by \$82,291 with the library only spending 89.1% of our Operating Fund budget. We ended with a balance of \$623,237.03. We were able to transfer \$35,000 to LIRF for future projects.

Property tax revenues were 102% of the anticipated amount. License Excise tax was up again in 2014 at 130%. CVET (Commercial Vehicle Excise Tax) was slightly under what was expected at 97% and Financial Institution Tax was over at 103%. CAGIT (County Adjusted Gross Income Tax) and LOIT Freeze (Local Option Income Tax) came in as expected.

We received \$8,497.60 in 2014 that was designated for Levy Excess Fund.

We have \$1,050,000 principal and \$91,172.50 interest left to pay on our Bond. The Bond will be paid off in January of 2018.

We spent \$145,271 out of LIRF this year to pay for the new roof at the Rensselaer Library. The board approved the transfer of \$35,000 from the 2014 Operating Fund into LIRF in December giving us a reserve of \$199,707.47.

Capital Projects Fund earned \$7,172.83 primarily from interest on CDs. We have a balance of \$1,269,492.71.

Our sweep account at Alliance Bank interest rate was .10% all year. We redeemed 3 CDs during the year at an interest rate of .58%. We were able to re-invest \$1,225,000 of CPF and \$275,000 of Rainy Day funds at .75% for another year. The Investment Report is included in the board packet.

Due to the flood damage at the Rensselaer Library in January, we received \$294,928.37 from our insurance company. This money was receipted into an Insurance Settlement Fund for the purpose of paying for repairs and replacement of lost items. We spent \$282,326.59 of this money in 2014.

We did not spend all of our Operating Budget for 2014, leaving us with a healthy balance going into 2015. We will continue to watch spending in the new year. We believe that overall the financial picture for 2015 will be positive.

## **Accounting Practices for 2015**

Interest from the Operating Fund and BIRF will be credited to the Operating Fund. LIRF (Library Improvement Reserve Fund) interest will be credited to the LIRF fund. Capital Projects Fund Interest will be credited to the Capital Projects Fund.

Mark Heinig will hold the office of Assistant Board Treasurer and be bonded as is the Treasurer. He will be authorized to sign checks in the absence of the Treasurer.

Alliance Bank, DeMotte State Bank, and PNC are designated as the library's depositories. The majority of the library's funds will be deposited in Alliance Bank. A threshold amount is retained in a checking account there to offset bank charges; the remainder is invested in a Repurchase Agreement.

The Director is authorized to invest library funds in Certificates of Deposit when she deems it to be in the best interests of the Library.

Mileage will be paid at the IRS approved rate.

For employees working 35 or more hours per week, the Library will pay 80% of their health/life insurance premiums through Anthem Blue Cross/Blue Shield. For employees working 30-34 hours per week, the Library will pay 50% of the health/life insurance premium. The Library will pay all but \$1.00 of the life insurance policy for all employees working 30 hours or more per week that elected to take only life insurance.

Electronic fund transfers will be used to pay state, county and federal payroll taxes and INPRS payments. They may also be used as an emergency measure when the library is unable to make a timely contractual payment by check.

The Library will pay employees through the use of direct deposit.

Online banking may be used to make payments for utilities, insurance, conference fees, telephone charges, courier mileage, trash pick-up, and other bills that would otherwise incur late fees between library board meetings.

The Director and Business Manager are authorized to make internal bank transfers between library accounts.

The Director may dispose of unwanted or inoperable library property without board approval as long as it has a value of \$1000 or less per item, with a cumulative value of no more than \$5000. Library listservs, E-bay, or other similar online sites will be used for disposal when this seems the most cost-effective method to use.

## RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL

Whereas, the Jasper County Public Library must pay its bills on time and the Jasper County Public Library board requests that all bills be paid by their due date, Jasper County Public Library board approves the following types of disbursements be made before the monthly regular scheduled library board meeting as allowed by Indiana Code 36-12-3-16(a)(1-17):

- Property or services purchased or leased from the United States government or its agencies and the state, its agencies, or its political subdivision.
- Dues, subscriptions, and publications.
- License or permit fees.
- Insurance premiums.
- Utility payments or connection charges.
- Federal grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced.
- Grants of state funds authorized by statute.
- Maintenance and service agreements.
- Legal retainer fees.
- Conference fees.
- Expenses related to the educational or professional development of an individual employed by the library board, including:
  - (A) inservice training;
  - (B) attending seminars or other special courses of instruction; and
  - (C) tuition reimbursement; if the library board determines that the expenditures under this subdivision directly benefit the library.
- Leases or rental agreements.
- Bond or coupon payments.
- Payroll costs.
- State, federal, or county taxes and mandated garnishments.
- Expenses that must be paid because of emergency circumstances.
- Credit card and Store Charge Account payments
- Mileage expenses for courier service by employee
- expenses incurred to advertise and promote the programs and services of the library
- Merchant processing fees for card processing service
- Other expenses described in another library board resolution.

The Jasper County Public Library board requests that each payment of expenses lawfully incurred for library purposes must be supported by a fully itemized invoice or other documentation. The library director must certify to the library board before



payment that each claim for payment is true and correct. This certification must be on a form prescribed by the State Board of Accounts. The library board shall review and allow the claim at the library board's first regular or special meeting following the payment of a claim under this section.

Adopted this 12th day of January, 2015.

NAY

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AYE

\_\_\_\_\_  
\_\_\_\_\_  
Natalie A. Whiting  
Joni Amador  
Deanna K. DeAngelis  
Dyelle L. Harper  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Secretary of Appropriating Body

## Blu-ray, VHS and DVD POLICY

1. Borrower must be a registered JCPL library user in good standing.
2. Borrower must be 18 years of age or older, or 17 years of age and younger, with a consent form signed by a parent/legal guardian, to borrow Blu-ray/VHS/DVDs.
3. Loan period for entertainment Blu-ray/VHS/DVDs will be three days including Sundays and holidays with no renewals. If the date due falls on a day the library is closed, the date due will be the next date the library is open. Loan period for nonfiction Blu-ray/VHS/ DVD s will be three weeks, with one renewal.
4. Entertainment Blu-ray/VHS/DVDs may be borrowed for an extended loan period of 1 week with no renewals for educational purposes and for civic organizations. Civic organizations or other entities borrowing Blu-ray/VHS/DVDs for public performance may obtain an extended loan. It is the group's responsibility to determine that the Blu-ray/VHS/DVDs has been cleared for public performance.
5. Each person may borrow three (3) entertainment Blu-ray, three (3) entertainment VHS, three (3) entertainment DVDs, three (3) nonfiction Blu-ray three (3) nonfiction VHS, and three (3) nonfiction DVDs which he/she must return before borrowing others.
6. Fines will be \$1.00 per day per title returned after due date.
7. No reserves will be taken on Blu-ray, VHS or DVDs except in the following situations:

A teacher, home-school parent, or student wishing to use a Blu-ray, VHS or DVD in an educational setting may reserve the item for a specific date. For student reserves, verification from a teacher may be required. Other group leaders wishing to use a Blu-ray/VHS/DVD may also reserve the item for a specific date. In all cases, the Blu-ray/VHS/DVD may not be reserved more than 7 days prior to the date needed.

If an entertainment Blu-ray/VHS/DVD is not available, the patron may request that staff place a hold on the desired item if it is currently on the shelf at another branch. In addition patrons wishing to reserve a non-fiction Blu-ray/VHS/DVD may request that staff place a hold on the desired item. Hold must be picked up at the library where the hold was placed.

Adopted 5/94; reviewed 1/13; revised 1/15

## LCD (Digital) Projector Policy

1. Groups which have reserved JCPL's meeting rooms may use the library's LCD (Digital) projector at no cost.
2. The LCD (Digital) Projector may be used in any of the meeting rooms of the DeMotte, Wheatfield, or Rensselaer libraries.
3. The designated LCD (Digital) projector that is housed at Rensselaer may also be rented for use outside the library, with a deposit of \$100 and a \$10.00 fee per day. The \$100 deposit will be refunded as soon as staff determine that all pieces have been returned and the equipment is not damaged.
4. As with all library equipment, the person renting the equipment must be at least 18 years old, a JCPL cardholder in good standing and must sign an agreement to pay for any damage to the equipment incurred during the time it is out of the library's possession.
5. The LCD (Digital) Projector will be reserved on a first come first served basis. It may be borrowed for a period of 24 hours only unless special arrangements have been made through the Outlook Equipment schedulers.
6. Individuals using the projector must provide their own laptop or desktop computer. **Not all computers are compatible with the LCD (Digital) projector.**
7. Individuals using the projector must know how to use the equipment. If they do not, they will be required to make an appointment with staff prior to day of use for minimal training. It is also advisable for presenters to arrive early to check their equipment and the set-up before their presentation begins.
8. Projector users are responsible for repair or replacement costs of any projector component beyond normal wear.

2/2000; revised 1/13; reviewed 1/15

## Debit/Credit Card Processing Policy

All debit/credit card transactions must be conducted in person with card present. There is a \$5 minimum charge required in order to pay with credit/debit cards; no refunds may be issued. If the Internet or the card terminal is down, debit/credit card payments cannot be accepted. Card terminals can only be used for processing credit card payments, and may not be used to provide a cash advance.

Public Service staff will securely and confidentially transport receipts to the Business Office on a regular basis. All transaction receipts will be secured by the Business Office. The card terminals are connected to separate firewalls, and no other devices should be plugged into these firewalls.

Jasper County Public Library will not sell, purchase, provide or exchange any Cardholder's name or number in any form to any 3<sup>rd</sup> party except Sage, our Card Processing Service Provider. In addition, card numbers will not be sent via end-user messaging technologies, such as chat, text, email, etc. JCPL will provide, at request of Sage, a copy of Sales Draft or Transaction evidence within 3 business days following request. The Library will notify Sage within 3 days if any of the following information changes on the Library's Merchant Application:

- Library Director
- Website address
- Physical address
- Phone number
- Contact Information (name/email)

The Library will perform an annual self-assessment on PCI-Compliance and send a Compliance Certificate to [pcicompliance@sagepayments.com](mailto:pcicompliance@sagepayments.com).

JCPL-owned credit cards may not be processed in library-owned card terminals.

Public Service Staff will inspect card terminals monthly by comparing device to photos of device's original appearance to ensure that the device is not fraudulent.



R18

LAW OFFICES  
**DUMAS, WEIST & MAHNESMITH**

AN ASSOCIATION INCLUDING A PROFESSIONAL CORPORATION

119 WEST HARRISON STREET  
RENSSELAER, INDIANA  
47978

MEMBERS OF THE FIRM  
RENSSELAER OFFICE:  
EDWARD P. DUMAS  
KENT E. MAHNESMITH

FOWLER OFFICE:  
WILLIAM B. WEIST  
JOHN C. WRIGHT  
WEIST BUILDING  
P.O. BOX 101  
FOWLER, IN 47944  
(765) 864-1840  
FAX (765) 864-8450

THOMAS B. DUMAS  
(1918-1998)  
WILLIAM J. MORIARTY, JR.  
(1939-1993)

(219) 866-4158  
FAX (219) 866-2274  
edd@nwlls.com  
kentm@nwlls.com

August 22, 2007

Patti Stringfellow, Administrator  
Jasper County Public Library  
208 W. Susan Street  
Rensselaer, IN 47978

Re: Conflicts of Interest

Dear Patti:

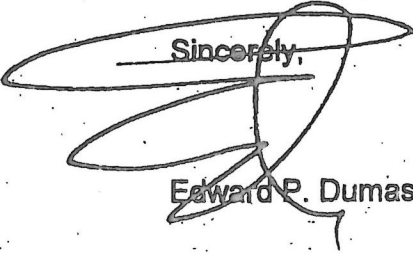
I am enclosing for your file a copy of Indiana Code 35-44-1-3.

This statute provides that a public servant who knowingly or intentionally has a pecuniary interest in, or who derives a profit from, a contract or purchase with an action by the governmental entity served by the public service commits a crime. However, no crime is committed so long as the public servant makes disclosure under Sections (d)(1) through (d)(6). In order to file disclosures, you can see the required information in subparagraph (d). You will also note that the disclosure statement must be filed with the State Board of Accounts and the Clerk of the Circuit Court in the County where the governmental entity takes action on the contract or purchase.

Therefore, with respect to any disclosures required by your Board members, please note the filing requirements.

If you have further questions, please do not hesitate to call.

Sincerely,

  
Edward P. Dumas

EPD:bm  
Enclosure

## Director's Report December 2014

### **Board of Finance:**

Each January, the Library Board is required to organize as a 'Board of Finance', elect officers, receive an annual investment report, and review their investment and financial policies and practices. You have always chosen to elect the officers of the Library Board as the officers of the Board of Finance. **The board will need to vote to elect the officers of the Library Board as the officers of the Board of Finance.**

Please see R 8 for your 2014 Director's Financial Report.

We recommend that the Accounting Practices 2015 be adopted. Please refer to R 9 to review the recommended Accounting Practices 2015.

The Board will need to adopt the Resolution to Pay Bills with Prior Approval. Please see R 16.

The Library Board needs to designate that the Rensselaer Republican and the Kankakee Valley Post News are the two newspapers the Library will use to publish notices.

### **Consent Agenda:**

You will be approving the minutes of the December board meetings, bills, and financial reports.

2015 Salary Ordinance: Please refer to R 7. The 2015 Salary Ordinance reflects a 3% increase in the salary of all employees eligible for a full increase as approved at the December 2014 meeting. Some new employees (or employees recently given new positions) will get no % increase. Others who have worked in their present position for more than 3 months but less than 8 months receive a 1 1/2% increase. These are the basic terms of the Personnel Policy. **If you approve the Consent Agenda items, you will approve the 2015 Salary Ordinance.**

Policies for Review: Two policies are scheduled for review in January 2015 – Blu-ray, VHS and DVD Policy and LCD (Digital) Projector Policy. Minor revisions are recommended to the Blu-ray, VHS and DVD Policy to clarify language. No revisions are recommended to the LCD (Digital) Projector Policy. Due to PCI Compliance guidelines we do need to revise our Debit/Credit Card Processing Policy. We have added language that is required in this policy by federal law.

Please see R10, R12, and R14. **If you approve the Consent Agenda items, you will approve revisions to the Blu-ray, VHS and DVD Policy and the Debit/Credit Card Processing Policy as presented.**

### **General Business:**

Oath of Office – Janelle Harper: Janelle has been reappointed to our board by the County Commissioners for another four year term. She will take her oath of office at the January meeting.

Oaths of Office – Treasurer & Assistant Treasurer: Tim Schultz will take his oath as Treasurer, and Mark Heinig will take his oath as Assistant Treasurer.

Conflict of Interest: In August of 2007 I received a letter from Ed Dumas that he asked me to share with all Board members at our January meeting. Please see R 18. For several years Tim has signed a conflict of interest form due to his ownership of a hardware store in DeMotte with whom we do some business. If, after reading this letter, you feel it necessary to sign a conflict of interest form, we can provide one for you and will file it with the appropriate government office.

Committee Assignments: According to the Bylaws of the Board of Trustees the President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee. Other committees shall be appointed at the discretion of the President.

DeMotte Library Future Plans: At our November meeting we discussed future plans for DeMotte Library. We have learned about property that is for sale adjacent to the library. Attorney Ed Dumas has explained to us the legal aspects and process for purchasing property. Architect Harry Mohler has offered some thoughts regarding the use of this property. We will continue this discussion at our January meeting.

### **Director's Report:**

I spent the last month of the year presenting year-end reviews and preparing for 2015. There are numerous documents that have to be created, duplicated, and distributed as we transition to a new business year.

### **System Administrator News**

Sheila viewed several webinars in December – Indiana State Library E-rate Update and E-Rate presentation by Ad-Tech, Embracing Change, Managing Stress, and Taming Tech Tools for the Libraries. She also attended an Automation Counterparts meeting and a NICCL meeting. She researched

whether JCPL will have a status of urban or rural with the new e-rate 2.0 system and learned that thankfully we will remain rural which means a higher discount rate than if we were considered urban. She also finished PrinterOn instructions for staff. A myriad of pc issues, server issues, and automated system issues were also addressed.

### **Technical Services News**

Becky reports, "December was a busy month, and went by very quickly! We finished up orders for the year. Peggy opened all the boxes that were delivered and got the packing slips to the Business Office so they could close out as much business as possible for the end of the year....The staff worked hard to get seasonal items out as quickly as possible. Peggy made several trips to Walmart to return duplicate items and get the latest movies."

### **DeMotte Library News**

Debbie reports, "For our Library Lego this month we had a guest author who read his book to inspire our building. Adrain wrote and illustrated a book for his high school project. He read his book to our Lego group and inspired them to build Legos about his book. It was a well attended program that was enjoyed by all participants. The finished Lego projects are on display in our display case for all to enjoy. Adrian and his mother were very thankful for the opportunity for him to share his book in this way. We were sincerely thanked for the opportunity for this young man to share his work and build his self-esteem. The Friends decorated our library so nicely and it is being enjoyed by all....We rearranged our work area to make it more efficient and spacious. We have cleaned out more closets and cabinets (including the story time units and closet). Our "visit with Santa" program was a huge success. We had over 50 children and their families spend some special time with Santa and they took lots of pictures. We also had photo booth props that were enjoyed by patrons of all ages."

### **Rensselaer Library News**

Linda reports (written December 29!), "The weather outside is BALMY....and the library once again looks delightful, lovely and welcoming with all the trees decorated for the Christmas Walk; organizations participating this year are TOPS, LDS Youth group, Tri Kappa, Heroes Tree, Tri Kappa, First Christian Church, and the Women's Giving Circle. The library collected a total of 820 items....This is a great service to the less fortunate in our community and much appreciated by the library and the food pantry staff who receive the items!"

Janice reports, "We celebrated Hello Kitty's 40<sup>th</sup> Birthday with games crafts and cake. Our Santa visit was well attended and everyone had a great time."

**Wheatfield Library News**

December program offerings for adults included health screenings, a Domestic Violence Seminar presented by the Crisis Center, the monthly book discussion complete with a holiday carry-in, a music program, and a morning movie. Youth programs featured Christmas-themed Story and Toddler times, an After School program, a book discussion, a teen Christmas program, and a teen book club. Rachael attended a 2015 Summer Reading training session and Carolynn created some wonderful holiday displays – gingerbread man, gingerbread house, and a 'blizzard of books' in the teen room. The Friends of the Library also hosted their annual bake sale.

***Please contact me if you are unable to attend the January Board Meeting or if you have any questions about materials in your packet.-Patty***



## JCPL FINANCIAL STATEMENT

December 31, 2014

|                                            | <u>Beginning<br/>2014<br/>Balance</u> | <u>Current<br/>Month<br/>Disbursements</u> | <u>Y-T-D<br/>Disbursements</u> | <u>Current<br/>Month<br/>Receipts</u> | <u>Y-T-D<br/>Receipts</u> | <u>Ending<br/>Balance</u> |
|--------------------------------------------|---------------------------------------|--------------------------------------------|--------------------------------|---------------------------------------|---------------------------|---------------------------|
| <b>Operating Fund</b>                      | \$540,945.63                          | \$242,202.39                               | \$2,170,481.85                 | \$388,104.04                          | \$2,252,773.25            | \$623,237.03              |
| <b>Public Library Access Card Fund</b>     | \$50.00                               | \$0.00                                     | \$100.00                       | \$0.00                                | \$100.00                  | \$50.00                   |
| <b>Gift Fund</b>                           | \$10,367.43                           | \$2,339.25                                 | \$13,169.99                    | \$795.00                              | \$12,471.79               | \$9,669.23                |
| DeMotte                                    | \$2,634.29                            | \$128.45                                   | \$3,722.22                     | \$50.00                               | \$3,469.79                | \$2,381.86                |
| Rensselaer                                 | \$5,438.24                            | \$1,990.26                                 | \$5,686.29                     | \$745.00                              | \$5,561.22                | \$5,313.17                |
| Wheatfield                                 | \$2,294.90                            | \$220.54                                   | \$3,761.48                     | \$0.00                                | \$3,440.78                | \$1,974.20                |
| <b>Library Improvement Reserve Fund</b>    | \$309,690.79                          | \$0.00                                     | \$145,271.00                   | \$35,015.08                           | \$35,287.68               | \$199,707.47              |
| <b>Bond &amp; Interest Redemption Fund</b> | \$174,293.95                          | \$0.00                                     | \$324,682.00                   | \$77,798.26                           | \$325,740.80              | \$175,352.75              |
| <b>Rainy Day Fund</b>                      | \$307,315.15                          | \$0.00                                     | \$0.00                         | \$0.00                                | \$1,599.61                | \$308,914.76              |
| Includes Investments of: \$275,000.00      |                                       |                                            |                                |                                       |                           |                           |
| <b>State Technology Fund Grant Fund</b>    | \$10,361.00                           | \$0.00                                     | \$10,361.00                    | \$0.00                                | \$0.00                    | \$0.00                    |
| <b>Capital Projects Fund</b>               | \$1,262,319.88                        | \$0.00                                     | \$0.00                         | \$4.02                                | \$7,172.83                | \$1,269,492.71            |
| Includes Investments of: \$1,225,000.00    |                                       |                                            |                                |                                       |                           |                           |
| <b>Host/Hospitality Fund</b>               | \$0.00                                | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$0.00                    |
| <b>Levy Excess Fund</b>                    | \$30,082.00                           | \$0.00                                     | \$30,082.00                    | \$98.60                               | \$8,497.60                | \$8,497.60                |
| <b>Sales Tax</b>                           | \$126.63                              | \$0.00                                     | \$126.97                       | \$5.13                                | \$127.39                  | \$127.05                  |
| <b>Construction Fund</b>                   | \$0.00                                | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$0.00                    |
| <b>Petty Cash Funds</b>                    | \$120.00                              | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$120.00                  |
| <b>Cash Change Fund</b>                    | \$150.00                              | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$150.00                  |
| <b>Insurance Refund Fund</b>               | \$0.00                                | \$0.00                                     | \$97.68                        | \$0.00                                | \$97.68                   | \$0.00                    |
| <b>Insurance Settlement Fund</b>           | \$0.00                                | \$4,232.05                                 | \$282,326.59                   | \$10,539.17                           | \$294,928.37              | \$12,601.78               |
| <b>Payroll Withholding Accts.</b>          |                                       |                                            |                                |                                       |                           |                           |
| FIT Tax Collected                          | \$0.00                                | \$7,165.05                                 | \$93,896.61                    | \$7,165.05                            | \$93,896.61               | \$0.00                    |
| FICA Tax Collected                         | \$0.00                                | \$6,741.24                                 | \$85,759.20                    | \$6,741.24                            | \$85,759.20               | \$0.00                    |
| State Tax Collected                        | \$3,131.91                            | \$3,328.40                                 | \$39,608.90                    | \$3,176.98                            | \$39,653.92               | \$3,176.93                |
| County Tax Collected                       | \$2,403.50                            | \$2,616.19                                 | \$30,772.18                    | \$2,485.56                            | \$30,854.29               | \$2,485.61                |
| Deferred Comp.                             | \$0.00                                | \$1,890.00                                 | \$30,662.40                    | \$1,890.00                            | \$30,662.40               | \$0.00                    |
| #125 Pre-tax Plan                          | (\$5.72)                              | \$3,046.00                                 | \$36,353.50                    | \$2,921.77                            | \$36,364.98               | \$5.76                    |
| Employee Life Insur.                       | (\$0.36)                              | \$159.48                                   | \$2,256.26                     | \$159.48                              | \$2,257.34                | \$0.72                    |
| Employee INPRS                             | \$0.00                                | \$2,642.86                                 | \$33,558.85                    | \$2,642.84                            | \$33,558.85               | \$0.00                    |
| Garnishments                               | \$0.00                                | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$0.00                    |
| Credit Union                               | \$0.00                                | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$0.00                    |
| EIC                                        | \$0.00                                | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$0.00                    |
| <b>TOTAL ALL FUNDS.....</b>                | <b>\$2,651,351.79</b>                 | <b>\$276,362.91</b>                        | <b>\$3,329,566.98</b>          | <b>\$539,542.22</b>                   | <b>\$3,291,804.59</b>     | <b>\$2,613,589.40</b>     |

**Bank Balances**  
**Jasper County Public Library**  
**Report as of: 12/31/14**

| <i>Bank</i>              |                                        |                       |
|--------------------------|----------------------------------------|-----------------------|
| 1                        | Alliance Bank                          | \$1,090,625.16        |
| 2                        | Demotte State Bank                     | \$11,690.04           |
| 4                        | PNC Bank                               | \$11,004.20           |
| 5                        | Cash On Hand                           | \$270.00              |
| 7                        | Kentland Bank<br>CD#400043546          | \$0.00                |
| 8                        | Kentland Bank<br>CD#400043547          | \$0.00                |
| 11                       | Kentland Bank<br>CD#400043559          | \$0.00                |
| 9                        | Fifth Third Bank CD#002-<br>0668762355 | \$275,000.00          |
| 10                       | Fifth Third Bank CD#002-<br>0668762363 | \$725,000.00          |
| 6                        | Fifth Third Bank CD#002-<br>0668786509 | \$500,000.00          |
| <b>Total all banks =</b> |                                        | <b>\$2,613,589.40</b> |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

**OPEN INVESTMENTS:**

| <u>Renewal Date</u> | <u>CD #</u>    | <u>Issued By</u> | <u>Terms</u> | <u>Principal</u> | <u>%-Interest</u> | <u>Account</u> | <u>Purchase Date</u> | <u>Interest Earned</u> | <u>Comments</u> |
|---------------------|----------------|------------------|--------------|------------------|-------------------|----------------|----------------------|------------------------|-----------------|
| 6/24/15             | 002-0668762355 | Fifth Third Bank | 12 mon       | \$ 275,000.00    | 0.750%            | Rainy Day      | 6/24/14              |                        |                 |
| 6/24/15             | 002-0668762363 | Fifth Third Bank | 12 mon       | \$ 725,000.00    | 0.750%            | CPF            | 6/24/14              |                        |                 |
| 8/18/15             | 002-0668786509 | Fifth Third Bank | 12 mon       | \$ 500,000.00    | 0.750%            | CPF            | 8/18/14              |                        |                 |

**CLOSED INVESTMENTS:**

|         |           |               |        |               |        |           |         |            |  |
|---------|-----------|---------------|--------|---------------|--------|-----------|---------|------------|--|
| 6/18/14 | 400043546 | Kentland Bank | 12 mon | \$ 725,000.00 | 0.580% | CPF       | 6/18/13 | \$4,217.17 |  |
| 6/18/14 | 400043547 | Kentland Bank | 12 mon | \$ 275,000.00 | 0.580% | Rainy Day | 6/18/13 | \$1,599.61 |  |
| 8/14/14 | 400043559 | Kentland Bank | 12 mon | \$ 500,000.00 | 0.580% | CPF       | 8/14/13 | \$2,908.40 |  |

TOTAL INTEREST EARNED:

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\$8,725.18

# Appropriation Report for 100 OPERATING FUND

## Jasper County Public Library

Report Date: From 12/1/14 To 12/31/14

| Account # Description               | Annual Appropriation  | Change to Appropriation | Current Appropriation | Disbursements This Month | Disbursements YTD     | Balance             | Percent     |
|-------------------------------------|-----------------------|-------------------------|-----------------------|--------------------------|-----------------------|---------------------|-------------|
| <i>1. Personal Services</i>         |                       |                         |                       |                          |                       |                     |             |
| 1.11 SALARY OF LIBRARIAN            | \$63,045.00           | \$546.74                | \$63,591.74           | \$5,305.74               | \$63,591.74           | \$0.00              | 100.0       |
| 1.12 SALARY OF ASSISTANTS           | \$1,054,554.00        | \$0.00                  | \$1,054,554.00        | \$81,937.93              | \$1,040,667.26        | \$13,886.74         | 98.7        |
| 1.13 WAGES OF JANITORS              | \$67,178.00           | \$0.00                  | \$67,178.00           | \$3,511.14               | \$49,788.74           | \$17,389.26         | 74.1        |
| 1.21 EMPLOYER'S SHARE-FICA          | \$90,635.00           | \$0.00                  | \$90,635.00           | \$6,741.29               | \$85,759.65           | \$4,875.35          | 94.6        |
| 1.22 UNEMPLOYMENT COMPENSATION      | \$3,520.00            | \$100.92                | \$3,620.92            | \$0.00                   | \$3,620.92            | \$0.00              | 100.0       |
| 1.23 EMPLOYER'S CONTRIB.- PERF      | \$104,051.00          | \$0.00                  | \$104,051.00          | \$7,801.74               | \$101,720.78          | \$2,330.22          | 97.8        |
| 1.24 EMPLOYER'S CONTRIB.- INS.      | \$179,134.00          | (\$647.66)              | \$178,486.34          | \$11,536.37              | \$110,582.93          | \$67,903.41         | 62.0        |
| <b>Subtotal</b>                     | <b>\$1,562,117.00</b> | <b>\$0.00</b>           | <b>\$1,562,117.00</b> | <b>\$116,834.21</b>      | <b>\$1,455,732.02</b> | <b>\$106,384.98</b> | <b>93.2</b> |
| <i>2. Supplies</i>                  |                       |                         |                       |                          |                       |                     |             |
| 2.11 OFFICIAL RECORDS               | \$600.00              | \$0.00                  | \$600.00              | \$62.55                  | \$368.40              | \$231.60            | 61.4        |
| 2.12 STATIONERY AND PRINTING        | \$450.00              | \$0.00                  | \$450.00              | \$299.20                 | \$299.20              | \$150.80            | 66.5        |
| 2.13 OTHER OFFICE SUPPLIES          | \$8,000.00            | \$0.00                  | \$8,000.00            | \$720.94                 | \$6,736.21            | \$1,263.79          | 84.2        |
| 2.21 CLEANING & SANITATION SUPPLIES | \$6,500.00            | \$0.00                  | \$6,500.00            | \$888.96                 | \$6,108.99            | \$391.01            | 94.0        |
| 2.23 OTHER OPERATING SUPPLIES       | \$8,000.00            | \$0.00                  | \$8,000.00            | \$922.33                 | \$5,980.17            | \$2,019.83          | 74.8        |
| 2.31 BUILDING MATERIALS & SUPPLIES  | \$1,000.00            | \$0.00                  | \$1,000.00            | \$235.86                 | \$371.56              | \$628.44            | 37.2        |
| 2.32 PAINT AND PAINTING SUPPLIES    | \$200.00              | \$0.00                  | \$200.00              | \$54.48                  | \$140.49              | \$59.51             | 70.2        |
| 2.33 REPAIR PARTS                   | \$2,000.00            | \$0.00                  | \$2,000.00            | \$131.46                 | \$777.61              | \$1,222.39          | 38.9        |
| 2.41 LIBRARY SUPPLIES               | \$14,950.00           | (\$12.31)               | \$14,937.69           | \$2,770.68               | \$14,522.99           | \$414.70            | 97.2        |
| 2.42 MARKETING SUPPLIES             | \$50.00               | \$12.31                 | \$62.31               | \$62.31                  | \$62.31               | \$0.00              | 100.0       |

F3b

| <i>Account # Description</i>         | <i>Annual<br/>Appropriation</i> | <i>Change to<br/>Appropriation</i> | <i>Current<br/>Appropriation</i> | <i>Disbursements<br/>This Month</i> | <i>Disbursements<br/>YTD</i> | <i>Balance</i> | <i>Percent</i> |
|--------------------------------------|---------------------------------|------------------------------------|----------------------------------|-------------------------------------|------------------------------|----------------|----------------|
| <b>Subtotal</b>                      | \$41,750.00                     | \$0.00                             | \$41,750.00                      | \$6,148.77                          | \$35,367.93                  | \$6,382.07     | 84.7           |
| <i>3. Other Services and Charges</i> |                                 |                                    |                                  |                                     |                              |                |                |
| 3.13 LEGAL SERVICES                  | \$5,000.00                      | \$0.00                             | \$5,000.00                       | \$427.50                            | \$4,040.25                   | \$959.75       | 80.8           |
| 3.14 OTHER PROFESSIONAL SERVICES     | \$5,000.00                      | \$6,541.54                         | \$11,541.54                      | \$28.75                             | \$11,541.54                  | \$0.00         | 100.0          |
| 3.145 DATABASES & LICENSING SERVICES | \$21,186.00                     | \$84.75                            | \$21,270.75                      | \$2,595.00                          | \$21,270.75                  | \$0.00         | 100.0          |
| 3.146 E-BOOKS SERVICES               | \$12,300.00                     | \$0.00                             | \$12,300.00                      | \$8,750.00                          | \$11,750.00                  | \$550.00       | 95.5           |
| 3.21 TELEPHONE                       | \$4,200.00                      | \$0.00                             | \$4,200.00                       | \$170.60                            | \$3,016.48                   | \$1,183.52     | 71.8           |
| 3.22 POSTAGE                         | \$3,000.00                      | \$0.00                             | \$3,000.00                       | \$12.98                             | \$2,474.28                   | \$525.72       | 82.5           |
| 3.23 MILEAGE                         | \$20,000.00                     | \$0.00                             | \$20,000.00                      | \$2,476.40                          | \$16,127.98                  | \$3,872.02     | 80.6           |
| 3.24 PROFESSIONAL MEETINGS           | \$8,000.00                      | \$1,157.29                         | \$9,157.29                       | \$1,421.27                          | \$9,157.29                   | \$0.00         | 100.0          |
| 3.25 FREIGHT                         | \$1,800.00                      | \$0.00                             | \$1,800.00                       | \$217.32                            | \$1,697.37                   | \$102.63       | 94.3           |
| 3.26 NETWORKING                      | \$58,440.00                     | \$0.00                             | \$58,440.00                      | \$1,461.00                          | \$7,171.00                   | \$51,269.00    | 12.3           |
| 3.31 ADVERTISING & PUBLIC NOTICES    | \$800.00                        | \$0.00                             | \$800.00                         | \$0.00                              | \$480.99                     | \$319.01       | 60.1           |
| 3.33 MARKETING ADVERTISING           | \$1,500.00                      | \$0.00                             | \$1,500.00                       | \$0.00                              | \$1,487.38                   | \$12.62        | 99.2           |
| 3.41 OFFICIAL BONDS                  | \$250.00                        | \$0.00                             | \$250.00                         | \$0.00                              | \$200.00                     | \$50.00        | 80.0           |
| 3.42 OTHER INSURANCE                 | \$28,500.00                     | \$0.00                             | \$28,500.00                      | \$0.00                              | \$28,051.18                  | \$448.82       | 98.4           |
| 3.51 GAS                             | \$30,000.00                     | \$0.00                             | \$30,000.00                      | \$2,270.59                          | \$25,821.09                  | \$4,178.91     | 86.1           |
| 3.52 ELECTRICITY                     | \$85,000.00                     | \$2,237.62                         | \$87,237.62                      | \$6,300.19                          | \$87,237.62                  | \$0.00         | 100.0          |
| 3.53 WATER                           | \$2,000.00                      | \$1,209.36                         | \$3,209.36                       | \$269.90                            | \$3,209.36                   | \$0.00         | 100.0          |
| 3.54 WASTE DISPOSAL SERVICES         | \$5,700.00                      | \$216.16                           | \$5,916.16                       | \$490.77                            | \$5,916.16                   | \$0.00         | 100.0          |
| 3.61 BUILDING & STRUCTURES           | \$58,000.00                     | \$0.00                             | \$58,000.00                      | \$4,091.56                          | \$56,207.44                  | \$1,792.56     | 96.9           |
| 3.62 EQUIPMENT REPAIRS               | \$880.00                        | \$434.00                           | \$1,314.00                       | \$272.85                            | \$1,314.00                   | \$0.00         | 100.0          |
| 3.72 EQUIPMENT RENTALS               | \$650.00                        | \$0.00                             | \$650.00                         | \$9.95                              | \$260.40                     | \$389.60       | 40.1           |
| 3.91 DUES                            | \$2,800.00                      | \$1,029.27                         | \$3,829.27                       | \$0.00                              | \$3,829.27                   | \$0.00         | 100.0          |
| 3.93 TAXES & ASSESSMENTS             | \$350.00                        | \$0.00                             | \$350.00                         | \$0.00                              | \$240.00                     | \$110.00       | 68.6           |



| <i>Account # Description</i>          | <i>Annual<br/>Appropriation</i> | <i>Change to<br/>Appropriation</i> | <i>Current<br/>Appropriation</i> | <i>Disbursements<br/>This Month</i> | <i>Disbursements<br/>YTD</i> | <i>Balance</i>      | <i>Percent</i> |
|---------------------------------------|---------------------------------|------------------------------------|----------------------------------|-------------------------------------|------------------------------|---------------------|----------------|
| 3.94 TRANSFER TO LIRF                 | \$100,000.00                    | (\$12,909.99)                      | \$87,090.01                      | \$35,000.00                         | \$35,000.00                  | \$52,090.01         | 40.2           |
| 3.95 BOOK REIMBURSEMENT               | \$500.00                        | \$61.45                            | \$561.45                         | \$0.00                              | \$79.40                      | \$482.05            | 14.1           |
| 3.96 PETTY CASH                       | \$120.00                        | \$0.00                             | \$120.00                         | \$0.00                              | \$0.00                       | \$120.00            | 0.0            |
| 3.98 MAINTENANCE/SERVICE<br>CONTRACTS | \$105,348.00                    | \$0.00                             | \$105,348.00                     | \$934.98                            | \$91,123.45                  | \$14,224.55         | 86.5           |
| <b>Subtotal</b>                       | <b>\$561,324.00</b>             | <b>\$61.45</b>                     | <b>\$561,385.45</b>              | <b>\$67,201.61</b>                  | <b>\$428,704.68</b>          | <b>\$132,680.77</b> | <b>76.4</b>    |
| <i>4. Capital Outlays</i>             |                                 |                                    |                                  |                                     |                              |                     |                |
| 4.4 FURNITURE & EQUIPMENT             | \$39,734.00                     | \$0.00                             | \$39,734.00                      | \$20,718.25                         | \$37,629.20                  | \$2,104.80          | 94.7           |
| 4.51 BOOKS                            | \$150,000.00                    | \$0.00                             | \$150,000.00                     | \$21,966.13                         | \$137,791.13                 | \$12,208.87         | 91.9           |
| 4.52 PERIODICALS &<br>NEWSPAPERS      | \$25,000.00                     | \$0.00                             | \$25,000.00                      | \$519.99                            | \$20,380.12                  | \$4,619.88          | 81.5           |
| 4.53 NONPRINTED MATERIALS             | \$56,913.00                     | \$0.00                             | \$56,913.00                      | \$8,813.43                          | \$48,052.09                  | \$8,860.91          | 84.4           |
| <b>Subtotal</b>                       | <b>\$271,647.00</b>             |                                    | <b>\$271,647.00</b>              | <b>\$52,017.80</b>                  | <b>\$243,852.54</b>          | <b>\$27,794.46</b>  | <b>89.8</b>    |
| <b>Grand Total</b>                    | <b>\$2,436,838.00</b>           | <b>\$61.45</b>                     | <b>\$2,436,899.45</b>            | <b>\$242,202.39</b>                 | <b>\$2,163,657.17</b>        | <b>\$273,242.28</b> | <b>88.8</b>    |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F-3C

F34

**Appropriation Report for      196 INSURANCE SETTLEMENT F**  
**Jasper County Public Library**

Report Date: From    12/1/14 To    12/31/14

| Account # Description                 | Annual<br>Appropriation | Change to<br>Appropriation | Current<br>Appropriation | Disbursements<br>This Month | Disbursements<br>YTD | Balance               | Percent    |
|---------------------------------------|-------------------------|----------------------------|--------------------------|-----------------------------|----------------------|-----------------------|------------|
| <i>2. Supplies</i>                    |                         |                            |                          |                             |                      |                       |            |
| 2.13 OTHER OFFICE SUPPLIES            | \$0.00                  | \$0.00                     | \$0.00                   | \$0.00                      | \$144.48             | (\$144.48)            | 0.0        |
| 2.41 LIBRARY SUPPLIES                 | \$0.00                  | \$0.00                     | \$0.00                   | \$0.00                      | \$125.71             | (\$125.71)            | 0.0        |
| <b>Subtotal</b>                       | <b>\$0.00</b>           |                            | <b>\$0.00</b>            | <b>\$0.00</b>               | <b>\$270.19</b>      | <b>(\$270.19)</b>     | <b>0.0</b> |
| <i>3. Other Services and Charges</i>  |                         |                            |                          |                             |                      |                       |            |
| 3.61 BUILDING & STRUCTURES            | \$0.00                  | \$0.00                     | \$0.00                   | \$275.80                    | \$212,021.03         | (\$212,021.03)        | 0.0        |
| 3.98 MAINTENANCE/SERVICE<br>CONTRACTS | \$0.00                  | \$0.00                     | \$0.00                   | \$3,956.25                  | \$8,075.00           | (\$8,075.00)          | 0.0        |
| <b>Subtotal</b>                       | <b>\$0.00</b>           |                            | <b>\$0.00</b>            | <b>\$4,232.05</b>           | <b>\$220,096.03</b>  | <b>(\$220,096.03)</b> | <b>0.0</b> |
| <i>4. Capital Outlays</i>             |                         |                            |                          |                             |                      |                       |            |
| 4.4 FURNITURE & EQUIPMENT             | \$0.00                  | \$0.00                     | \$0.00                   | \$0.00                      | \$52,682.66          | (\$52,682.66)         | 0.0        |
| 4.51 BOOKS                            | \$0.00                  | \$0.00                     | \$0.00                   | \$0.00                      | \$9,077.73           | (\$9,077.73)          | 0.0        |
| 4.53 NONPRINTED MATERIALS             | \$0.00                  | \$0.00                     | \$0.00                   | \$0.00                      | \$499.95             | (\$499.95)            | 0.0        |
| <b>Subtotal</b>                       | <b>\$0.00</b>           |                            | <b>\$0.00</b>            | <b>\$0.00</b>               | <b>\$62,260.34</b>   | <b>(\$62,260.34)</b>  | <b>0.0</b> |
| <b>Grand Total</b>                    | <b>\$0.00</b>           | <b>\$0.00</b>              | <b>\$0.00</b>            | <b>\$4,232.05</b>           | <b>\$282,626.56</b>  | <b>(\$282,626.56)</b> | <b>0.0</b> |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

# Changes to Appropriations

| <i>Date</i> | <i>Fund</i>        | <i>Account</i>                       | <i>Amount</i> | <i>Reason</i>                                                            |
|-------------|--------------------|--------------------------------------|---------------|--------------------------------------------------------------------------|
| 12/29/14    | 100 OPERATING FUND | 1.11 SALARY OF LIBRARIAN             | \$546.74      | Transfer per Board Mtg Approval 12/29/14                                 |
| 12/29/14    | 100 OPERATING FUND | 1.22 UNEMPLOYMENT COMPENSATION       | \$100.92      | Transfer per Board Mtg Approval 12/29/14                                 |
| 12/29/14    | 100 OPERATING FUND | 1.24 EMPLOYER'S CONTRIB.- INS.       | (\$647.66)    | Transfer per Board Mtg Approval 12/29/14                                 |
| 12/29/14    | 100 OPERATING FUND | 2.41 LIBRARY SUPPLIES                | (\$12.31)     | Transfer per Board Mtg Approval 12/29/14                                 |
| 12/29/14    | 100 OPERATING FUND | 2.42 MARKETING SUPPLIES              | \$12.31       | Transfer per Board Mtg Approval 12/29/14                                 |
| 12/29/14    | 100 OPERATING FUND | 3.14 OTHER PROFESSIONAL SERVICES     | \$6,541.54    | Transfer per Board Mtg Approval 12/29/14                                 |
| 12/29/14    | 100 OPERATING FUND | 3.145 DATABASES & LICENSING SERVICES | \$84.75       | Transfer per Board Mtg Approval 12/29/14                                 |
| 12/29/14    | 100 OPERATING FUND | 3.24 PROFESSIONAL MEETINGS           | \$1,157.29    | Transfer per Board Mtg Approval 12/29/14                                 |
| 12/29/14    | 100 OPERATING FUND | 3.52 ELECTRICITY                     | \$2,237.62    | Transfer per Board Mtg Approval 12/29/14                                 |
| 12/29/14    | 100 OPERATING FUND | 3.53 WATER                           | \$1,209.36    | Transfer per Board Mtg Approval 12/29/14                                 |
| 12/29/14    | 100 OPERATING FUND | 3.54 WASTE DISPOSAL SERVICES         | \$216.16      | Transfer per Board Mtg Approval 12/29/14                                 |
| 12/29/14    | 100 OPERATING FUND | 3.62 EQUIPMENT REPAIRS               | \$434.00      | Transfer per Board Mtg Approval 12/29/14                                 |
| 12/29/14    | 100 OPERATING FUND | 3.91 DUES                            | \$1,029.27    | Transfer per Board Mtg Approval 12/29/14                                 |
| 12/29/14    | 100 OPERATING FUND | 3.94 TRANSFER TO LIRF                | (\$12,909.99) | Transfer per Board Mtg Approval 12/29/14                                 |
| 5/12/14     | 100 OPERATING FUND | 3.95 BOOK REIMBURSEMENT              | \$10.00       | Refund on Lost Bk Pd 4/28/14& Found - A/P#321                            |
| 6/9/14      | 100 OPERATING FUND | 3.95 BOOK REIMBURSEMENT              | \$11.50       | Refund on Lost Bk Pd 5/10/14& Found - A/P#422                            |
| 8/11/14     | 100 OPERATING FUND | 3.95 BOOK REIMBURSEMENT              | \$39.95       | Refund on Lost Bk Pd 7/15/14 & Found - A/P#613                           |
| 12/29/14    | 130 LIRF FUND      | 3.14 OTHER PROFESSIONAL SERVICES     | (\$10,000.00) | Transfer per Board Mtg Approval 12/29/14                                 |
| 6/9/14      | 130 LIRF FUND      | 3.61 BUILDING & STRUCTURES           | \$120,000.00  | Additional Appropriation: add insulated decking to Rens. Re-roof project |
| 12/29/14    | 130 LIRF FUND      | 3.61 BUILDING & STRUCTURES           | \$10,000.00   | Transfer per Board Mtg Approval 12/29/14                                 |

## Net Changes by Fund

| <i>Fund Number</i> | <i>Net Change</i> |
|--------------------|-------------------|
| 100                | \$61.45           |
| 130                | \$120,000.00      |

F4a

## Voucher List

## Jasper County Public Library

Report Date: From 12/1/14 To 12/31/14

| Warrant Number | Claim Number | Name of Claimant          | Date    | Explanation                                                                                                                                                                                                                                                                                    | Total       |
|----------------|--------------|---------------------------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 33482          | 945          | AARON'S LAWN CARE         | 12/8/14 | Mowing & end of season clean up                                                                                                                                                                                                                                                                | \$610.00    |
| 33483          | 946          | ALLIED WASTE SERVICES #71 | 12/8/14 | Wh: Trash Service- December 2014                                                                                                                                                                                                                                                               | \$64.95     |
| 33484          | 947          | BAKER & TAYLOR            | 12/8/14 | Books, Continuations, AV, Auto. Yours                                                                                                                                                                                                                                                          | \$13,004.21 |
| 33485          | 948          | BAKER & TAYLOR ENTERTAIN  | 12/8/14 | DVDs                                                                                                                                                                                                                                                                                           | \$91.66     |
| 33486          | 949          | BETTER CONTAINERS MFG. C  | 12/8/14 | Library bags                                                                                                                                                                                                                                                                                   | \$128.45    |
| 33487          | 950          | BLUETARP FINANCIAL, INC   | 12/8/14 | Paint, chain, screws                                                                                                                                                                                                                                                                           | \$57.23     |
| 33488          | 951          | BRODART CO.               | 12/8/14 | Mylar, maprail with end stops                                                                                                                                                                                                                                                                  | \$259.64    |
| 33489          | 952          | BROOK REPORTER            | 12/8/14 | Rens: Newspaper subscription Acct# 0074833                                                                                                                                                                                                                                                     | \$46.00     |
| 33490          | 953          | CIRCLE R ELECTRIC, INC.   | 12/8/14 | DeM: Furnish & install 14W R7 900LM LED lamp on front of building                                                                                                                                                                                                                              | \$132.32    |
| 33491          | 954          | CULLIGAN WATER CONDITIO   | 12/8/14 | Wh: Water Cooler Rental-December 2014, 5-gallon drinking water- 8                                                                                                                                                                                                                              | \$65.95     |
| 33492          | 955          | DAVIS WATER CONDITIONING  | 12/8/14 | DeM: 50# bags of solar salt- 14                                                                                                                                                                                                                                                                | \$105.00    |
| 33493          | 956          | DEMCO                     | 12/8/14 | Bookmarks, magazine binders, book supports, sliding dividers, non-stick scissors                                                                                                                                                                                                               | \$622.72    |
| 33494          | 957          | DEREK J. DEJONG           | 12/8/14 | Mileage 1/2-11/18/14: Recycling                                                                                                                                                                                                                                                                | \$23.52     |
| 33495          | 958          | DONNA BARKO               | 12/8/14 | Christmas gel clings; Mileage 11/24-12/1/14: Bank deposits, Post Office, new employee orientation                                                                                                                                                                                              | \$55.22     |
| 33496          | 959          | ENA SERVICES LLC          | 12/8/14 | Internet Service- November 2014                                                                                                                                                                                                                                                                | \$1,461.00  |
| 33497          | 960          | ENGAGED PATRONS.ORG       | 12/8/14 | Events Page Hosting Service 1/1/15-12/31/15                                                                                                                                                                                                                                                    | \$229.00    |
| 33498          | 961          | EVELYN BRISTOL            | 12/8/14 | Mileage 7/17-11/19/14: Management Meetings, new children's specialist training, Counterparts Meeting, ILF Conference                                                                                                                                                                           | \$202.72    |
| 33499          | 962          | FINDAWAY WORLD, LLC       | 12/8/14 | Playaways                                                                                                                                                                                                                                                                                      | \$798.89    |
| 33500          | 963          | FLEX-PAC INC              | 12/8/14 | M-fold towels, toilet paper, roll paper towels                                                                                                                                                                                                                                                 | \$142.22    |
| 33501          | 964          | GALE/CENGAGE LEARNING     | 12/8/14 | Books                                                                                                                                                                                                                                                                                          | \$164.32    |
| 33502          | 965          | GOODWIN FIRE EQUIPMENT, I | 12/8/14 | Emergency exit lights- 3                                                                                                                                                                                                                                                                       | \$272.85    |
| 33503          | 966          | GOVCONNECTION, INC.       | 12/8/14 | CPU stands- 2                                                                                                                                                                                                                                                                                  | \$39.70     |
| 33504          | 967          | GRAINGER                  | 12/8/14 | Air filters                                                                                                                                                                                                                                                                                    | \$278.51    |
| 33505          | 968          | HAMSTRA BUILDERS, INC.    | 12/8/14 | Wh: Replaced inducer motor                                                                                                                                                                                                                                                                     | \$334.51    |
| 33506          | 969          | HANCOCK COUNTY PUBLIC LI  | 12/8/14 | Lost ILL item                                                                                                                                                                                                                                                                                  | \$16.87     |
| 33507          | 970          | HP PRODUCTS               | 12/8/14 | Disinfectant cleanser, trash bags                                                                                                                                                                                                                                                              | \$112.08    |
| 33508          | 971          | JANICE WILMA              | 12/8/14 | Children's supplies                                                                                                                                                                                                                                                                            | \$99.42     |
| 33509          | 972          | KEVIN MOORE ELECTRIC      | 12/8/14 | Rens: Replace light fixture damaged during flood repairs                                                                                                                                                                                                                                       | \$206.04    |
| 33510          | 973          | LEGAL DIRECTORIES PUBLIS  | 12/8/14 | Continuations                                                                                                                                                                                                                                                                                  | \$69.75     |
| 33511          | 974          | LINDA POORTENGA           | 12/8/14 | Mileage 11/12-11/20/14: B2B meetings, Management meeting                                                                                                                                                                                                                                       | \$147.28    |
| 33512          | 975          | MIDWEST TAPE              | 12/8/14 | Audiobooks                                                                                                                                                                                                                                                                                     | \$222.93    |
| 33513          | 976          | MY MEDIA DIRECTORY        | 12/8/14 | Continuations                                                                                                                                                                                                                                                                                  | \$85.00     |
| 33514          | 977          | NANCY PHILLIPS            | 12/8/14 | Children's supplies, DVD                                                                                                                                                                                                                                                                       | \$35.69     |
| 33515          | 978          | NETWISE RESOURCES         | 12/8/14 | Wh: staff copier quarterly service agreement                                                                                                                                                                                                                                                   | \$173.14    |
| 33516          | 979          | OFFICE DEPOT              | 12/8/14 | Filament tape, color copy paper, paper trimmer, DVD/CD file folders, laminator pouches, file folders, construction paper, magnetic dry erase board, chairmats, floor mats, filing crates, wiggle eyes, bookends, puzzle case, flash drives                                                     | \$832.38    |
| 33517          | 980          | OVERDRIVE                 | 12/8/14 | Ebook content for Consortium & Advantage accounts                                                                                                                                                                                                                                              | \$8,750.00  |
| 33518          | 981          | PRECISION CONTROL SYSTE   | 12/8/14 | Rens: No cooling, main chiller in alarm, cooler pump interlock contacts failed to close, chiller pump running but flow switch open. Closed switch, turned pump off & switch opened, turned pump back on & switch wouldn't close. Removed & replaced flow switch, sealed covers. Reset chiller. | \$939.14    |

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| <b>Warrant<br/>Number</b> | <b>Claim<br/>Number</b> | <b>Name of Claimant</b>    | <b>Date</b> | <b>Explanation</b>                                                                                                                                                                                                                                         | <b>Total</b> |
|---------------------------|-------------------------|----------------------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 33519                     | 982                     | QUILL CORPORATION          | 12/8/14     | Toner cartridges, shredder, foam sheets, construction paper, fingertip moistener, kleenex, rubber cement, color copy paper, acrylic sign holders, sandwich bags                                                                                            | \$736.77     |
| 33520                     | 983                     | RENSSELAER CHAMBER OF C    | 12/8/14     | Luncheon Meeting: August 2014                                                                                                                                                                                                                              | \$10.00      |
| 33521                     | 984                     | SHEILA MAXWELL             | 12/8/14     | Internet Librarian Conference expenses                                                                                                                                                                                                                     | \$1,418.88   |
| 33522                     | 985                     | STANLEY STEEMER            | 12/8/14     | Carpet cleaning                                                                                                                                                                                                                                            | \$1,172.60   |
| 33523                     | 986                     | STAPLES CREDIT PLAN        | 12/8/14     | Wall mount business card holders                                                                                                                                                                                                                           | \$63.99      |
| 33524                     | 987                     | STERLING COMPUTERS         | 12/8/14     | 15 computers, 6 laptops                                                                                                                                                                                                                                    | \$17,250.45  |
| 33525                     | 988                     | SVT, LLC                   | 12/8/14     | Branch Counterparts meeting expenses                                                                                                                                                                                                                       | \$24.70      |
| 33526                     | 989                     | TODAY'S BUSINESS Solutio   | 12/8/14     | PrinterON service plan                                                                                                                                                                                                                                     | \$1,485.00   |
| 33527                     | 990                     | TOWN OF DEMOTTE            | 12/8/14     | DeM: Water & Sewer Service- November 2014                                                                                                                                                                                                                  | \$167.64     |
| 33528                     | 991                     | TOWN OF WHEATFIELD         | 12/8/14     | Wh: Sewer Service- December 2014                                                                                                                                                                                                                           | \$56.65      |
| 33529                     | 992                     | VISION SERVICE PLAN- (IN)  | 12/8/14     | Vision Ins. Premiums- December 2014, 16 employees                                                                                                                                                                                                          | \$167.02     |
| 33530                     | 993                     | WAL-MART COMMUNITY/RFC     | 12/8/14     | Toddler Time expenses, Fancy Nancy program expenses, wipes, children's supplies, Halloween expenses, Afterschool program expenses, cleaning supplies, batteries, office supplies, DVDs, CDs, books                                                         | \$3,654.08   |
| 33531                     | 994                     | WASTE MANAGEMENT           | 12/8/14     | DeM: Trash Service- December 2014                                                                                                                                                                                                                          | \$87.98      |
| 33532                     | 995                     | WAYFAIR SUPPLY             | 12/8/14     | 2 office chairs, bins                                                                                                                                                                                                                                      | \$423.06     |
| 33533                     | 996                     | ZIESE PLUMBING, HEATING, & | 12/8/14     | DeM: Flush water heater and remove anode rod, Look at winterizing silcocks                                                                                                                                                                                 | \$345.00     |
| 0                         | 997                     | PAYROLL                    | 12/10/14    | PAYROLL                                                                                                                                                                                                                                                    | \$43,786.09  |
| 33534                     | 998                     | ACE HARDWARE               | 12/8/14     | Duster, extension cord                                                                                                                                                                                                                                     | \$29.98      |
| 0                         | 999                     | ALLIANCE BANK              | 12/8/14     | Direct Deposit Fees- November 2014                                                                                                                                                                                                                         | \$36.70      |
| 33535                     | 1000                    | ANTHEM BLUE CROSS BLUE     | 12/8/14     | Health Ins. Premiums- December 2014, 16 employees                                                                                                                                                                                                          | \$10,303.45  |
| 33536                     | 1001                    | ANTHEM BLUE CROSS BLUE     | 12/8/14     | December 2014 Cobra premiums for D. Kooy; October, November, December 2014 Cobra premiums for B. Thompson                                                                                                                                                  | \$3,123.19   |
| 33537                     | 1002                    | ANTHEM LIFE                | 12/8/14     | Life Ins. Premiums- December 2014                                                                                                                                                                                                                          | \$82.62      |
| 33538                     | 1003                    | BRODART CO.                | 12/8/14     | Alphabet & math magnets, 2" display hooks                                                                                                                                                                                                                  | \$44.20      |
| 33539                     | 1004                    | BUSINESS CARD              | 12/8/14     | DVDs, books, ILF Conference expenses, Christmas program expenses, shop vac parts, children's supplies, dispenser keys, ceiling tiles, 3-drawer carts, storage boxes, cleaning supplies, batteries, Staff Christmas party expenses, Next Issue subscription | \$2,829.88   |
| 33540                     | 1005                    | CAPSTONE PRESS, INC        | 12/8/14     | Books                                                                                                                                                                                                                                                      | \$1,953.43   |
| 33541                     | 1006                    | CENTURYLINK                | 12/8/14     | Long Distance Phone Service- November 2014                                                                                                                                                                                                                 | \$16.01      |
| 33542                     | 1007                    | CENTURYLINK                | 12/8/14     | Rens: Local Phone & Fax Service- December 2014                                                                                                                                                                                                             | \$100.40     |
| 33543                     | 1008                    | D & S COMPUTER SERVICES    | 12/8/14     | Installation of three security cameras, cabling, and connectors                                                                                                                                                                                            | \$1,556.50   |
| 33544                     | 1009                    | DELTA DENTAL               | 12/8/14     | Dental Ins. Premiums-December 2014, 16 employees; December Cobra premiums for D. Kooy                                                                                                                                                                      | \$519.03     |
| 33545                     | 1010                    | DUMAS & MAHNESMITH P.C.    | 12/8/14     | Legal Assistance: Property Purchase                                                                                                                                                                                                                        | \$427.50     |
| 33546                     | 1011                    | EBSCO INFORMATION SERVI    | 12/8/14     | Novelist Online Subscription, 10/1/14-9/30/15                                                                                                                                                                                                              | \$2,595.00   |
| 33547                     | 1012                    | FASE-KALUF TV & APPLIANCE  | 12/8/14     | Cordless phone battery                                                                                                                                                                                                                                     | \$21.99      |
| 33548                     | 1013                    | MELISSA SMITH              | 12/8/14     | Mileage 1/15-12/3/14: Walking books                                                                                                                                                                                                                        | \$74.65      |
| 33549                     | 1014                    | NIPSCO                     | 12/8/14     | DeM & Wh: Gas & Electric Service                                                                                                                                                                                                                           | \$6,245.01   |
| 33550                     | 1015                    | PATTY STRINGFELLOW         | 12/8/14     | Bookkeeping Workshop expenses; Mileage 11/24-12/4/14: Branch visit, Branch Librarian orientation, transport, AVC User Group meeting, MCLS Community Conversation                                                                                           | \$211.07     |
| 33551                     | 1016                    | RAYANN GILMORE             | 12/8/14     | Bookkeeping Workshop parking & expenses; Mileage 10/10-12/5/14: Bank deposits, Post Office, Courthouse, Bookkeeping Workshop, AVC meeting, transport                                                                                                       | \$199.50     |
| 0                         | 1017                    | SAGE PAYMENT SOLUTIONS     | 12/8/14     | Annual Compliance Fee & Merchant Processing Fees- November 2014, (automatic withdrawal on 12/1/14)                                                                                                                                                         | \$276.34     |
| 33552                     | 1018                    | THREE TREE INVESTMENTS L   | 12/8/14     | Wh: Install handicap parking sign, fix shelves on west end of library, replace exit sign; DeM: Clean out gutters, replace two exit signs                                                                                                                   | \$360.00     |



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| <i>Warrant<br/>Number</i> | <i>Claim<br/>Number</i> | <i>Name of Claimant</i>   | <i>Date</i> | <i>Explanation</i>                                                                                               | <i>Total</i> |
|---------------------------|-------------------------|---------------------------|-------------|------------------------------------------------------------------------------------------------------------------|--------------|
| 33553                     | 1019                    | UNIQUE MANAGEMENT SERVI   | 12/8/14     | Collections: Initial/Secondary Placements- November 2014                                                         | \$26.85      |
| 0                         | 1020                    | BILL HROMADA              | 12/10/14    | Courier Mileage 11/17/14 - 11/28/14 (Conf. #188)                                                                 | \$312.48     |
| 0                         | 1021                    | GREAT-WEST RETIREMENT S   | 12/10/14    | Annuity Contributions withheld 12/10/14 Payroll (Conf. #189)                                                     | \$945.00     |
| 0                         | 1022                    | INDIANA DEPARTMENT OF RE  | 12/10/14    | State & County Taxes withheld November 2014 Payrolls (Ref. #86223)                                               | \$5,944.59   |
| 0                         | 1023                    | INPRS fbo PERF            | 12/10/14    | INPRS Contributions 12/10/14 Payroll                                                                             | \$5,068.79   |
| 0                         | 1024                    | IRS USA TAXPAYMENT        | 12/10/14    | Federal Withholding, Medicare, & FICA withheld 12/10/14 Payroll & Ins. (Acknowledgement# 45789664)               | \$9,922.92   |
| 0                         | 1025                    | PAYROLL                   | 12/23/14    | PAYROLL                                                                                                          | \$46,968.72  |
| 33554                     | 1026                    | 4-COUNTY SUPPLY           | 12/29/14    | Faucet                                                                                                           | \$90.26      |
| 33555                     | 1027                    | ACE HARDWARE              | 12/29/14    | Toilet handle, faucet kit, toolbox, plastic container, murphy oil soap                                           | \$58.75      |
| 33556                     | 1028                    | BAKER & TAYLOR            | 12/29/14    | Books, Continuations, AV, Auto. Yours                                                                            | \$8,018.11   |
| 33557                     | 1029                    | BAKER & TAYLOR ENTERTAIN  | 12/29/14    | DVDs                                                                                                             | \$907.74     |
| 33558                     | 1030                    | BLUETARP FINANCIAL, INC   | 12/29/14    | Clear seal, adhesive spreader, panef graphite lub, qt w/w cove base adhesive                                     | \$17.56      |
| 33559                     | 1031                    | BOYCE FORMS/SYSTEMS       | 12/29/14    | Tax forms                                                                                                        | \$62.55      |
| 33560                     | 1032                    | CARDINAL OFFICE PRODUCT   | 12/29/14    | Rens: Patron Copier Maintenance 12/26/13-12/26/14                                                                | \$192.95     |
| 33561                     | 1033                    | CARROT-TOP INDUSTRIES, IN | 12/29/14    | 100ft flag pole rope                                                                                             | \$70.30      |
| 33562                     | 1034                    | CDW GOVERNMENT            | 12/29/14    | Touchscreen display                                                                                              | \$662.16     |
| 33563                     | 1035                    | DEBORAH KRISTOFF          | 12/29/14    | Mileage 12/12-12/22/14: Work Rensselaer Christmas Party, work Wheatfield Christmas Party, Summer Reading seminar | \$82.88      |
| 33564                     | 1036                    | DIANE OPOLSKI             | 12/29/14    | Mileage 12/12/14: work Rensselaer Christmas Party                                                                | \$24.64      |
| 33565                     | 1037                    | FLEX-PAC INC              | 12/29/14    | Toilet paper, paper towel rolls, hand soap, m-folds                                                              | \$292.73     |
| 33566                     | 1038                    | JANICE WILMA              | 12/29/14    | Mileage 10/16-11/13/14: Management meetings, AV shopping                                                         | \$64.40      |
| 33567                     | 1039                    | JEAN LAMBERT              | 12/29/14    | Mileage 9/29-12/15/14: Recycling, pick up cleaning supplies & repair parts                                       | \$15.01      |
| 33568                     | 1040                    | JOHNSON COUNTY PUBLIC LI  | 12/29/14    | ILL item patron did not return                                                                                   | \$29.99      |
| 33569                     | 1041                    | KARLA HAUSENFLECK         | 12/29/14    | Mileage 10/16-12/17/14: Fall Counterparts, Storytimes, pick up craft supplies, flyer delivery                    | \$82.88      |
| 33570                     | 1042                    | KIM DELGER                | 12/29/14    | Magazines                                                                                                        | \$27.96      |
| 33571                     | 1043                    | KIRBY RISK CORPORATION    | 12/29/14    | Lightbulbs                                                                                                       | \$219.66     |
| 33572                     | 1044                    | KOLORTECH LIGHTING LLC    | 12/29/14    | Lightbulbs                                                                                                       | \$59.75      |
| 33573                     | 1045                    | KV POST NEWS              | 12/29/14    | DeM: Newspaper subscription 1/3/15-1/2/16 Acct# 0045635                                                          | \$62.00      |
| 33574                     | 1046                    | MELISSA J. WIDNER         | 12/29/14    | Stocking Stuffer program supplies                                                                                | \$14.10      |
| 33575                     | 1047                    | OFFICE DEPOT              | 12/29/14    | Imprinted envelopes                                                                                              | \$299.20     |
| 33576                     | 1048                    | PAT KOPANDA               | 12/29/14    | Book                                                                                                             | \$20.00      |
| 33577                     | 1049                    | PATTY STRINGFELLOW        | 12/29/14    | Mileage 12/15-12/17/14: Staff Reviews                                                                            | \$49.28      |
| 33578                     | 1050                    | PEGGY WOODS               | 12/29/14    | Mileage 10/24-12/11/14: AV shopping, pick up supplies                                                            | \$10.75      |
| 33579                     | 1051                    | QUILL CORPORATION         | 12/29/14    | Toner cartridges, kleenex, single hole punch                                                                     | \$185.98     |
| 33580                     | 1052                    | ROEING CORP.              | 12/29/14    | Tech Maintenance Support Agreement (FLOOD)                                                                       | \$3,956.25   |
| 33581                     | 1053                    | RACHAEL CAVINDER          | 12/29/14    | Mileage 12/16-12/22/14: Preschool visit, Summer Reading workshop                                                 | \$44.80      |
| 33582                     | 1054                    | RAINBOW PRINTING          | 12/29/14    | Library cards                                                                                                    | \$768.00     |
| 33583                     | 1055                    | RAYANN GILMORE            | 12/29/14    | Rens. Petty Cash: postage, parking at AVC meeting, launder towels                                                | \$48.73      |
| 33584                     | 1056                    | SHEILA MAXWELL            | 12/29/14    | Mileage 11/4-12/16/14: Branch visits, Management meeting, Automation Counterparts meeting                        | \$194.32     |
| 33585                     | 1057                    | SIMPLEXGRINNELL           | 12/29/14    | Rens: Reprogram & test alarm dialer                                                                              | \$267.75     |
| 33586                     | 1058                    | SVT, LLC                  | 12/29/14    | Staff Christmas Party expenses                                                                                   | \$69.02      |
| 33587                     | 1059                    | ULINE                     | 12/29/14    | 14x14 polybags, anti-fatigue conductive mat                                                                      | \$319.69     |
| 33588                     | 1060                    | WAL-MART COMMUNITY/RFC    | 12/29/14    | DVDs, CDs, children's supplies, children's program expenses, cleaning supplies, light bulbs                      | \$1,163.24   |

F4d

Warrant  
Number

Claim

Number Name of Claimant

Date Explanation

Total

|       |      |                           |                                                                                                             |             |
|-------|------|---------------------------|-------------------------------------------------------------------------------------------------------------|-------------|
| 33589 | 1061 | YVONNE DEL VECCHIO        | 12/29/14 Mileage 11/5-12/17/14: Walking Books, Book Club, deliver newsletter, recycling                     | \$22.29     |
| 0     | 1062 | AFLAC                     | 12/23/14 Supplemental Insurance December 2014 (Conf. #194)                                                  | \$546.54    |
| 0     | 1063 | BILL HROMADA              | 12/23/14 Courier Mileage 12/8/14 - 12/15/14 (Conf. #196)                                                    | \$208.32    |
| 0     | 1064 | CENTURYLINK               | 12/23/14 WH: Local Phone Service December 2014 (Conf #193)                                                  | \$39.68     |
| 0     | 1065 | CENTURYLINK               | 12/23/14 WH: Fax Service December 2014 (Conf. # 192)                                                        | \$14.51     |
| 0     | 1066 | CITY OF RENSSELAER        | 12/23/14 RENS: Utilities 11/10/14/14 - 12/9/14 (Conf. #191)                                                 | \$2,653.22  |
| 0     | 1067 | DENISE HAVENS             | 12/23/14 Substitute Courier Mileage 12/2, 12/5/14 (Conf #195)                                               | \$69.44     |
| 0     | 1068 | GREAT-WEST RETIREMENT S   | 12/23/14 Annuity Contributions withheld 12/23/14 Payroll (Conf. #197)                                       | \$945.00    |
| 0     | 1069 | INDIANA NEWSPAPERS INC. # | 12/23/14 Rens: IndyStar newspaper subscription 1/1-12/31/15 Acct# IS0140456 Conf# 190)                      | \$384.03    |
| 0     | 1070 | INPRS fbo PERF            | 12/23/14 INPRS Contributions 12/23/14 Payroll                                                               | \$5,375.79  |
| 0     | 1071 | IRS USA TAXPAYMENT        | 12/23/14 Federal Withholding, Medicare, & FICA withheld 12/23/14 Payroll & Ins. (Acknowledgement# 62041107) | \$10,724.66 |
| 0     | 1072 | JASPER COUNTY PUBLIC LIB  | 12/29/14 Funds transferred from Operating into LIRF per Board resolution 12/8/14                            | \$35,000.00 |
| 0     | 1073 | JASPER COUNTY PUBLIC LIB  | 12/29/14 INPRS transfer- extra due to rounding                                                              | \$0.02      |

**Total Amount of Claims      \$276,362.91**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, January 06, 2015

\_\_\_\_\_  
Fiscal Officer

### ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 4 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$276,362.91

Date this 12<sup>th</sup> day of January, 2015.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

**JASPER COUNTY PUBLIC LIBRARY**  
**Receipt Breakdown**  
**December 31, 2014**

|                                                    | <u>THIS MONTH</u> | <u>YEAR-TO-DATE</u> | <u>TOTAL RECEIPTS<br/>THIS MONTH</u> | <u>TOTAL RECEIPTS<br/>YEAR-TO-DATE</u> |
|----------------------------------------------------|-------------------|---------------------|--------------------------------------|----------------------------------------|
| <b>FINES &amp; FEES:</b>                           |                   |                     | \$2,024.01                           | \$30,119.57                            |
| DeMotte                                            | \$665.37          | \$10,606.30         |                                      |                                        |
| Rensselaer                                         | \$807.35          | \$11,133.34         |                                      |                                        |
| Wheatfield                                         | \$551.29          | \$8,379.93          |                                      |                                        |
| <b>PHOTOCOPIES:</b>                                |                   |                     | \$848.87                             | \$9,719.33                             |
| DeMotte                                            | \$323.60          | \$3,970.84          |                                      |                                        |
| Rensselaer                                         | \$303.35          | \$3,355.43          |                                      |                                        |
| Wheatfield                                         | \$221.92          | \$2,393.05          |                                      |                                        |
| <b>INTEREST (Checking, Repurchase, CDs):</b> ..... |                   |                     | \$73.68                              | \$659.46                               |
| <b>TAXES:</b>                                      |                   |                     | \$381,637.19                         | \$2,160,089.01                         |
| Property Tax                                       | \$239,996.14      | \$1,132,706.96      |                                      |                                        |
| LOIT                                               | \$17,903.62       | \$214,843.00        |                                      |                                        |
| License Excise Tax                                 | \$59,178.32       | \$112,081.88        |                                      |                                        |
| Financial Institution Tax                          | \$1,221.72        | \$2,567.71          |                                      |                                        |
| CVET(Commercial Vehicle Excise)                    | \$6,215.90        | \$12,431.80         |                                      |                                        |
| Local Option/Certified Shares                      | \$47,176.35       | \$566,116.31        |                                      |                                        |
| Local Option/Property Tax Repl.                    | \$9,945.14        | \$119,341.35        |                                      |                                        |
| <b>TAXABLE SALES:-</b> .....                       |                   |                     | \$23.40                              | \$342.04                               |
| <b>REFUNDS:</b>                                    |                   |                     | \$3,496.89                           | \$51,843.84                            |
| Rebates/Refund                                     | \$0.00            | \$6,538.53          |                                      |                                        |
| Insurance Claims/Reimbursements                    | \$3,286.87        | \$8,735.83          |                                      |                                        |
| Meeting Room Rental                                | \$50.00           | \$1,450.00          |                                      |                                        |
| Reimbursement                                      | \$160.00          | \$204.25            |                                      |                                        |
| Fixed Asset Sales                                  | \$0.00            | \$117.10            |                                      |                                        |
| Miscellaneous Receipts                             | \$0.00            | \$4,716.11          |                                      |                                        |
| Interfund Transfer                                 | \$0.02            | \$30,082.02         |                                      |                                        |
| <b>TOTAL OPERATING FUND RECEIPTS</b> .....         |                   |                     | <b>\$388,104.04</b>                  | <b>\$2,252,773.25</b>                  |
| <b>PLAC FUND:</b> .....                            |                   |                     | \$0.00                               | \$100.00                               |
| <b>GIFT FUNDS:</b>                                 |                   |                     | \$795.00                             | \$12,471.79                            |
| DeMotte                                            | \$50.00           | \$3,469.79          |                                      |                                        |
| Rensselaer                                         | \$745.00          | \$5,561.22          |                                      |                                        |
| Wheatfield                                         | \$0.00            | \$3,440.78          |                                      |                                        |
| <b>LIB. IMPROV. RESERVE FUND:</b> .....            |                   |                     | \$35,015.08                          | \$35,287.68                            |
| Interest Earned                                    | \$15.08           | \$287.68            |                                      |                                        |
| Transfer from OPERATING                            | \$35,000.00       | \$35,000.00         |                                      |                                        |
| <b>BOND &amp; INTEREST REDEMPTION FUND:</b>        |                   |                     | \$77,798.26                          | \$325,740.80                           |
| Property Tax                                       | \$63,061.36       | \$297,629.98        |                                      |                                        |
| License Excise Tax                                 | \$13,101.10       | \$24,811.89         |                                      |                                        |
| Financial Institution Tax                          | \$268.70          | \$564.73            |                                      |                                        |
| CVET(Commercial Vehicle Excise)                    | \$1,367.10        | \$2,734.20          |                                      |                                        |
| Interfund Transfer                                 | \$0.00            | \$0.00              |                                      |                                        |
| <b>RAINY DAY FUND:</b>                             |                   | \$1,599.61          | \$0.00                               | \$1,599.61                             |
| Special CAGIT Distribution                         | \$0.00            | \$0.00              |                                      |                                        |
| Interest Earned                                    | \$0.00            | \$1,599.61          |                                      |                                        |
| <b>STATE TECHNOLOGY FUND GRANT FUND:-</b> .....    |                   | \$0.00              | \$0.00                               | \$0.00                                 |
| <b>CAPITAL PROJECTS FUND:</b>                      |                   |                     | \$4.02                               | \$7,172.83                             |
| Interest Earned                                    | \$4.02            | \$7,172.83          |                                      |                                        |
| Property Tax                                       | \$0.00            | \$0.00              |                                      |                                        |
| License Excise Tax                                 | \$0.00            | \$0.00              |                                      |                                        |
| Financial Institution Tax                          | \$0.00            | \$0.00              |                                      |                                        |
| CVET(Commercial Vehicle Excise)                    | \$0.00            | \$0.00              |                                      |                                        |
| Interfund Transfer                                 | \$0.00            | \$0.00              |                                      |                                        |
| <b>HOST/HOSPITALITY FUND:</b> .....                |                   |                     | \$0.00                               | \$0.00                                 |
| <b>LEVY EXCESS FUND:</b> .....                     |                   |                     | \$98.60                              | \$8,497.60                             |
| <b>SALES TAX:</b> .....                            |                   |                     | \$5.13                               | \$127.39                               |
| <b>CASH CHANGE FUND</b>                            |                   |                     | \$0.00                               | \$0.00                                 |
| <b>INSURANCE REFUND FUND:</b>                      |                   |                     | \$0.00                               | \$97.68                                |
| Interfund Transfer                                 | \$0.00            | \$97.68             |                                      |                                        |
| <b>INSURANCE SETTLEMENT FUND</b>                   |                   |                     | \$10,539.17                          | \$294,928.37                           |
| <b>SUB-TOTAL (page 1)</b> .....                    |                   |                     | <b>\$512,359.30</b>                  | <b>\$2,938,797.00</b>                  |

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**WITHHOLDING ACCOUNT FUNDS:**

|                                        |            |             |                     |                       |
|----------------------------------------|------------|-------------|---------------------|-----------------------|
|                                        |            |             | \$27,182.92         | \$353,007.59          |
| FIT Tax Collected                      | \$7,165.05 | \$93,896.61 |                     |                       |
| FICA Collected                         | \$6,741.24 | \$85,759.20 |                     |                       |
| State Tax Collected                    | \$3,176.98 | \$39,653.92 |                     |                       |
| County Tax Collected                   | \$2,485.56 | \$30,854.29 |                     |                       |
| Deferred Comp Plan                     | \$1,890.00 | \$30,662.40 |                     |                       |
| Pre-tax Insurance Plans                | \$2,921.77 | \$36,364.98 |                     |                       |
| Life Insurance                         | \$159.48   | \$2,257.34  |                     |                       |
| INPRS                                  | \$2,642.84 | \$33,558.85 |                     |                       |
| Garnishments                           | \$0.00     | \$0.00      |                     |                       |
| Credit Union                           | \$0.00     | \$0.00      |                     |                       |
| <b>TOTAL RECEIPTS - ALL FUNDS.....</b> |            |             | <b>\$539,542.22</b> | <b>\$3,291,804.59</b> |

**Voucher List**  
**Jasper County Public Library**

**Report Date: From 1/1/15 To 1/12/15**

| <b>Warrant<br/>Number</b> | <b>Claim<br/>Number</b> | <b>Name of Claimant</b>   | <b>Date</b> | <b>Explanation</b>                                                                                                         | <b>Total</b> |
|---------------------------|-------------------------|---------------------------|-------------|----------------------------------------------------------------------------------------------------------------------------|--------------|
| 33590                     | 1                       | BANK OF NEW YORK MELLON   | 1/5/15      | 2004 Bond Payment TAS/IMMS# 310888, Loan Acct# JASLIBGOB04                                                                 | \$162,106.25 |
| 33591                     | 2                       | AARON'S LAWN CARE         | 1/12/15     | Wh: install snow fence                                                                                                     | \$140.00     |
| 33592                     | 3                       | ACE HARDWARE              | 1/12/15     | Nuts/bolts/nails to fasten shelving to wall                                                                                | \$12.00      |
| 33593                     | 4                       | ANTHEM BLUE CROSS BLUE    | 1/12/15     | January Cobra premiums for D. Kooy & B. Thompson                                                                           | \$2,331.47   |
| 33594                     | 5                       | ANTHEM BLUE CROSS BLUE    | 1/12/15     | Health Insurance premiums- January                                                                                         | \$11,598.08  |
| 33595                     | 6                       | ANTHEM LIFE               | 1/12/15     | Life Insurance premiums- January                                                                                           | \$89.82      |
| 33596                     | 7                       | AVC TECHNOLOGY CORPORA    | 1/12/15     | 2015 Annual Financial Computer Support                                                                                     | \$1,536.00   |
| 33597                     | 8                       | BAKER & TAYLOR            | 1/12/15     | Books, Continuations, AV, Auto. Yours                                                                                      | \$2,056.40   |
| 33599                     | 9                       | BUSINESS CARD             | 1/12/15     | AVC Meeting expenses, vacuum parts, stamp, storage boxes, Summer Reading workshop expenses, Flickr subscription, CDs, DVDs | \$549.79     |
| 33600                     | 10                      | CONSOLIDATED INSURANCE    | 1/12/15     | Directors & Officers Liability Annual Premium- 2015                                                                        | \$2,660.90   |
| 33601                     | 11                      | CULLIGAN WATER CONDITIO   | 1/12/15     | Wh: Water Cooler Rental- January 2015                                                                                      | \$9.95       |
| 33602                     | 12                      | DELTA DENTAL              | 1/12/15     | Dental Insurance premiums- January 2015                                                                                    | \$506.79     |
| 33603                     | 13                      | DEMCO                     | 1/12/15     | Furniture (flood replacement)                                                                                              | \$3,273.00   |
| 33604                     | 14                      | DEMOTTE CHAMBER OF COM    | 1/12/15     | 2015 Membership Dues                                                                                                       | \$60.00      |
| 33605                     | 15                      | DEPARTMENT OF HOMELAND    | 1/12/15     | Elevator Inspection                                                                                                        | \$120.00     |
| 33606                     | 16                      | DONNA BARKO               | 1/12/15     | Mileage 12/2/14-1/2/15: Deposits, Post Office, new employee orientation                                                    | \$33.03      |
| 33607                     | 17                      | ENA SERVICES LLC          | 1/12/15     | Internet service for December 2014                                                                                         | \$1,461.00   |
| 33608                     | 18                      | GOVCONNECTION, INC.       | 1/12/15     | Office Standard 2013 licenses, Office Pro Plus 2013 licenses                                                               | \$2,686.25   |
| 33609                     | 19                      | LAFAYETTE BANK AND TRUS   | 1/12/15     | Lockbox Rental, 2015                                                                                                       | \$55.00      |
| 33598                     | 20                      | BRIAN ORBAN               | 1/12/15     | Wh: Winterize irrigation system, repair 2 sprinkler heads                                                                  | \$495.00     |
| 33610                     | 21                      | LEARNINGEXPRESS, LLC      | 1/12/15     | Learn-A-Test online database Subscription, 1/15/15-1/14/16                                                                 | \$1,560.00   |
| 33611                     | 22                      | LINDA POORTENGA           | 1/12/15     | Mileage 12/6-12/19/14: Deposit, B2B meeting                                                                                | \$53.42      |
| 33612                     | 23                      | MELISSA SMITH             | 1/12/15     | Mileage 12/18/14: cover for Staff Christmas party                                                                          | \$24.64      |
| 33613                     | 24                      | MIDWEST TAPE              | 1/12/15     | Audiobook                                                                                                                  | \$19.99      |
| 33614                     | 25                      | MOVIE LICENSING USA       | 1/12/15     | Site Licenses for Movie Copyright Compliance, 2/1/15-1/31/16 - Wh & Ren Libraries (Lic #186929001)                         | \$505.00     |
| 33615                     | 26                      | PDR DISTRIBUTION, LLC     | 1/12/15     | Continuations                                                                                                              | \$179.85     |
| 33616                     | 27                      | POST TRIBUNE              | 1/12/15     | Rens: Newspaper subscription 2/13/15-2/12/16 Acct# 1096580                                                                 | \$117.00     |
| 33617                     | 28                      | RENSSELAER CHAMBER OF C   | 1/12/15     | 2015 Membership Dues                                                                                                       | \$55.00      |
| 33618                     | 29                      | RENSSELAER ROTARY CLUB    | 1/12/15     | September-December 2014 dues & meals                                                                                       | \$204.00     |
| 33619                     | 30                      | REPUBLIC SERVICES #715    | 1/12/15     | Wh: Trash Service- January 2015                                                                                            | \$64.95      |
| 33620                     | 31                      | ROEING CORPORATION        | 1/12/15     | Tech Maintenance Support - 1st Installment 2015; HP Maintenance Kit                                                        | \$7,735.00   |
| 33621                     | 32                      | SMITH FARM STORE          | 1/12/15     | Washtub repair parts                                                                                                       | \$7.75       |
| 33622                     | 33                      | THE LIBRARY CORPORATION   | 1/12/15     | Enhanced Content Renewal: Mar 2015-Feb 2016; SIP Communications Protocol: Mar 2015-Feb 2016                                | \$6,328.00   |
| 33623                     | 34                      | VISION SERVICE PLAN- (IN) | 1/12/15     | Vision Insurance Premiums- January 2015                                                                                    | \$202.81     |
| 33624                     | 35                      | WASTE MANAGEMENT          | 1/12/15     | DeM: Trash Pick-up, January 2015                                                                                           | \$87.98      |
| 0                         | 36                      | PAYROLL                   | 1/9/15      | PAYROLL                                                                                                                    | \$49,471.98  |
| 0                         | 37                      | BILL HROMADA              | 1/9/15      | Courier Mileage, 12/16/14-12/31/14 (Conf #200)                                                                             | \$312.48     |
| 0                         | 38                      | GREAT-WEST RETIREMENT S   | 1/9/15      | Annuity Withheld 1/09/15 payroll (Conf. #201)                                                                              | \$945.00     |
| 0                         | 39                      | INDIANA DEPARTMENT OF RE  | 1/9/15      | EFT-State & County Taxes w/held December 2014 Payrolls (Ref #84830)                                                        | \$5,662.54   |
| 0                         | 40                      | INPRS fbo PERF            | 1/9/15      | 1/09/14 Payroll Contributions                                                                                              | \$5,648.65   |



F6b

| <i>Warrant<br/>Number</i> | <i>Claim<br/>Number</i> | <i>Name of Claimant</i>  | <i>Date</i> | <i>Explanation</i>                                                       | <i>Total</i> |
|---------------------------|-------------------------|--------------------------|-------------|--------------------------------------------------------------------------|--------------|
| 0                         | 41                      | IRS USA TAXPAYMENT       | 1/9/15      | EFT-FICA & Federal Taxes w/held 1/09/15 (Ref #11104767)                  | \$11,418.96  |
| 0                         | 42                      | TOWN OF DEMOTTE          | 1/9/15      | DeM: Sewer- November 2014 (conf#198)                                     | \$242.04     |
| 0                         | 43                      | TOWN OF WHEATFIELD       | 1/9/15      | Wh: Sewer- January 2015 (conf#199)                                       | \$56.65      |
| 0                         | 44                      | ALLIANCE BANK            | 1/12/15     | Direct Deposit Fees December 2014                                        | \$36.30      |
| 33625                     | 45                      | ANDERSON PUBLIC LIBRARY  | 1/12/15     | ILL item that patron did not return.                                     | \$10.99      |
| 33626                     | 46                      | CENTURYLINK              | 1/12/15     | Rens: Local phone & fax service- January 2015                            | \$123.96     |
| 33627                     | 47                      | CENTURYLINK              | 1/12/15     | Long distance phone service- December 2014                               | \$14.86      |
| 33628                     | 48                      | DEBORAH KRISTOFF         | 1/12/15     | Friends Christmas decorating expenses                                    | \$14.00      |
| 33629                     | 49                      | HP PRODUCTS              | 1/12/15     | Mop heads                                                                | \$18.48      |
| 33630                     | 50                      | INDIANA DEPT. OF WORKFOR | 1/12/15     | 4th Quarter 2014 Unemployment Compensation Pymt                          | \$349.67     |
| 33631                     | 51                      | INDIANA STATE LIBRARY    | 1/12/15     | PLAC Sales, 4th Qtr 2014 (#068154)                                       | \$50.00      |
| 33632                     | 52                      | JANICE WILMA             | 1/12/15     | Santa Visit expenses                                                     | \$35.00      |
| 33633                     | 53                      | KANKAKEE VALLEY PUBLISHI | 1/12/15     | Advertisement for open position                                          | \$116.75     |
| 33634                     | 54                      | KIM DELGER               | 1/12/15     | Friends Luncheon expenses                                                | \$23.99      |
| 33635                     | 55                      | KONE, INC.               | 1/12/15     | DeM: Elevator maintenance agreement 1/1-3/31/15                          | \$405.18     |
| 33639                     | 56                      | THE LOCK DOCTOR          | 1/12/15     | DeM: Pick open and fit key to outside storage room                       | \$130.00     |
| 33636                     | 57                      | MIDDLEBURY COMMUNITY PU  | 1/12/15     | NICCL Dues for 2015                                                      | \$50.00      |
| 33637                     | 58                      | NIPSCO                   | 1/12/15     | Wh: Gas & electric service 12/1-12/30/14                                 | \$2,192.98   |
| 33638                     | 59                      | POSTMASTER               | 1/12/15     | Postage                                                                  | \$183.40     |
| 0                         | 60                      | SAGE PAYMENT SOLUTIONS   | 1/12/15     | Merchant Processing Fees- December 2014 (automatic withdrawal on 1/5/15) | \$43.44      |
| 33640                     | 61                      | ULINE                    | 1/12/15     | 4x6' mat                                                                 | \$165.36     |
| 33641                     | 62                      | UNIQUE MANAGEMENT SERVI  | 1/12/15     | Collections: Initial/Secondary Placements- December 2014                 | \$134.25     |
| 33642                     | 63                      | USA TODAY                | 1/12/15     | DeM: Newspaper subscription 2/1/15-1/31/16 Acct# 4179744                 | \$293.68     |

**Total Amount of Claims      \$287,076.71**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, January 12, 2015

\_\_\_\_\_  
Fiscal Officer

### ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$287,076.71

Date this 12<sup>th</sup> day of January, 2015.

### SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

*Feb*



**Agenda  
Jasper County Public Library  
Board of Trustees Meeting  
Monday, February 9, 2015, 6pm  
Rensselaer Public Library**

**Opening of Meeting**

Moment of Silence

**Approval of Consent Agenda & Consent Agenda Items**

Action

Minutes of January Board Meeting  
Bills/Financial Reports  
Salary Ordinance Update (R 7)  
2015 Staff Development Day (R 13)

**General Business**

DeMotte Library Future Plans (R 12)  
Annual Impacts - Report of Rensselaer Librarian  
and Youth Specialist (R 12)  
Oath of Office – Treasurer (R 12)

Action

Information  
Action

**Director's Report** (R 12-R 15)

Information

**Items for Future Agendas**

**Public Forum**

**Adjournment**

*To inform, enrich, and empower our diverse community.*

## **MINUTES**

**Jasper County Public Library Board of Trustees**  
**6:00 PM**

**January 12, 2015**  
**Rensselaer Library**

**Present:** Natalie Waling, Mark Heinig, Janet Umlauf, Jody Melton, Deana George, Janelle Harper, Patricia Stringfellow, Rayann Gilmore

**Absent:** Timothy Schultz

### **BOARD OF FINANCE MEETING**

The Board of Officers for the Jasper County Public Library were elected to the same positions as the officers for the Library Board of Finance on a motion by J. Melton, seconded by D. George. Motion passed.

**Annual Financial Report:** The Annual Director's Financial Report was presented and reviewed. Operating Fund began the year with \$540,945.63 and ended the year with \$623,237.03. Property tax revenues were 102% of the anticipated amount. We spent \$145,271 out of LIRF this year to pay for the new roof at the Rensselaer Library. The Board approved the transfer of \$35,000 from the 2014 Operating Fund to the LIRF Fund in December giving us a reserve of \$199,707.47 in the LIRF Fund. We have a good operating balance with which to begin 2015.

**Accounting Practices:** N. Waling moved, seconded by J. Melton, to accept the 2015 Accounting Practices as presented. Motion passed.

**Resolution to Pay Bills with Prior Approval:** M. Heinig moved, seconded by J. Melton to approve the Resolution to Pay Bills with Prior Approval as presented. Motion passed.

**Designate Newspapers for Publishing Notices:** J. Harper moved, seconded by D. George, to designate the Rensselaer Republican and Kankakee Valley Post-News as the two newspapers the Library will use to publish notices. Motion passed.

With no further business the Board of Finance Meeting was adjourned at 6:04 PM.

### **MONTHLY BOARD MEETING**

Upon adjournment of Board of Finance, J. Umlauf opened the regular monthly Board meeting with a moment of silence.

**Agenda & Consent Agenda Items:** The Agenda and Consent Agenda items that included the minutes of the December Board Meetings, bills/financial reports, Salary Ordinance for 2015, LCD (Digital) Projector Policy review, Blu-ray, VHS & DVD Policy revisions, and Debit/Credit Card Processing Policy revisions were approved as presented on a motion by M. Heinig and seconded by J. Melton. Motion passed.

**Oath of Office- Janelle Harper:** J. Harper has been reappointed to the Library Board by the Jasper County Commissioners for another four year term. She took her Oath of Office.

**Oath of Office- Assistant Treasurer:** M. Heinig, Assistant Treasurer took the Oath of Office and signed the bond documents.

**Conflict of Interest:** Indiana Code #35-44-1-3 states that a public servant who knowingly or intentionally has a pecuniary interest in or who derives a profit from a contract or purchase with an action by the government entity served by the public service commits a crime. However, as long as a public servant files a Conflict of Interest disclosure form annually, no crime is committed. This form must be filed annually.

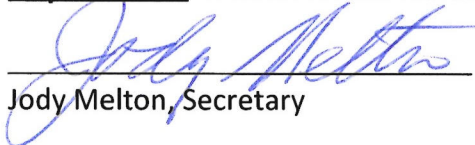
**Committee Assignments:** President J. Umlauf made the following appointments to standing committees for 2015. Budget: D. George (chair), J. Umlauf, M. Heinig; Director's Evaluation: M. Heinig (chair), J. Umlauf, T. Schultz; Bylaws/Policy Review: J. Melton (chair), N. Waling, D. George; Nominating: J. Harper (chair), T. Schultz, N. Waling.

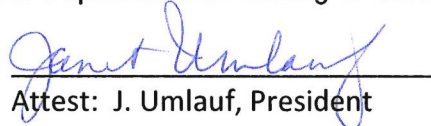
**DeMotte Library Future Plans:** At the November 2014 board meeting, Attorney Ed Dumas explained the legal aspects and process for purchasing property and Architect Harry Mohler offered some thoughts regarding the use of property that is for sale adjacent to the DeMotte Library. P. Stringfellow read from the November minutes as a reminder of what was shared. J. Melton moved that the Jasper County Public Library consider purchasing the property adjacent to the library with a physical address of 228 10<sup>th</sup> St. SW, DeMotte, Indiana and authorize Director, Patty Stringfellow, to be the purchasing agent and move forward as Indiana law requires. M. Heinig seconded the motion. Motion passed.

**Director's Report:** P. Stringfellow shared that the January Community Connection newsletter feature article was about the Library's new Long Range Plan and that this same article was submitted to local media as a press release. Upon receipt of the press release the editor of the Rensselaer Republican sent a reporter to the library to interview P. Stringfellow about the plan. The reporter wrote a feature article which ran on the front page of the January 9, 2015 edition. It is the first time an editor has expressed interest in our Long Range Plan, and the reporter did a nice job with the write-up including pictures of students using the library.

D. George shared that a patron had expressed to her their request that the library consider the purchase of a better magnifier to assist patrons in reading the newspapers. This patron mentioned that they have used the magnifier that the library currently has available and it doesn't work as well as they would like.

**Adjournment:** With no further matters for discussion J. Umlauf adjourned the meeting at 6:23 PM.

  
Jody Melton, Secretary

  
Attest: J. Umlauf, President



**CIRCULATION BY HOLDINGS CODE**  
**January 2015**

| ITEM CODE                         | DEMOTTE | RENSSELAER | WHEATFIELD | TOTAL |
|-----------------------------------|---------|------------|------------|-------|
| Award Winner JBIO (DAJBIO)        | 0       | 0          | 0          | 0     |
| Award Winner JE (DAJE)            | 0       | 0          | 0          | 0     |
| Award Winner JFIC (DAJFIC)        | 31      | 2          | 1          | 34    |
| Award Winner JNF (DAJNF)          | 0       | 0          | 0          | 0     |
| Award Winner JPFIC (DAJBPF)       | 0       | 0          | 0          | 0     |
| Award Winning fiction (DAWFIC)    | 0       | 0          | 0          | 0     |
| Award Winning non-fiction (DAWNF) | 0       | 0          | 0          | 0     |
| Award Winner YAFIC (DAYAF)        | 0       | 0          | 0          | 0     |
| Award Winner YAPFIC (DAYPBF)      | 0       | 0          | 0          | 0     |
| Biography (DBIO)                  | 40      | 3          | 5          | 48    |
| Blu-Ray (DBR)                     | 211     | 0          | 0          | 211   |
| Books on CD (DBKCD)               | 203     | 13         | 5          | 221   |
| Books on Tape (DBKT)              | 0       | 0          | 0          | 0     |
| Compact Disc (DCD)                | 172     | 2          | 3          | 177   |
| Digital Audiobooks (DDA)          | 7       | 0          | 0          | 7     |
| DVD (DDVD)                        | 1326    | 21         | 6          | 1353  |
| Equipment (DEQP)                  | 65      | 0          | 0          | 65    |
| See librarian (DERR)              | 0       | 0          | 0          | 0     |
| Express Book (DEXP)               | 41      | 0          | 0          | 41    |
| Fiction (DFIC)                    | 637     | 25         | 14         | 676   |
| Fiction Fantasy (DFICF)           | 8       | 2          | 1          | 11    |
| Fiction Mystery (DFICM)           | 98      | 5          | 3          | 106   |
| Fiction New (DFICNEW)             | 389     | 8          | 15         | 412   |
| Fiction Science Fiction (DFICSF)  | 5       | 1          | 0          | 6     |
| Fiction Western (DFICW)           | 8       | 0          | 0          | 8     |
| Genealogy (DGENE)                 | 0       | 0          | 0          | 0     |
| Genealogy Mag (DGMAG)             | 0       | 0          | 0          | 0     |
| Graphic Novels (DGN)              | 65      | 4          | 2          | 71    |
| Hanging Bags (DHANG)              | 7       | 0          | 0          | 7     |
| ILL (DILL)                        | 43      | 2          | 0          | 45    |
| Internet (DINTER)                 | 764     | 0          | 0          | 764   |
| Juv. Audio book (DJAUDB)          | 10      | 0          | 0          | 10    |
| Juv. Biography (DJBIO)            | 29      | 3          | 4          | 36    |
| Juv. Book on CD (DJBKCD)          | 0       | 0          | 0          | 0     |
| Juv. Book on Tape (DJBKT)         | 0       | 0          | 0          | 0     |
| Juv. Compact Disc (DJCD)          | 35      | 0          | 0          | 35    |
| Juvenile Easy (DJE)               | 434     | 14         | 2          | 450   |
| Juv. Easy Non-fiction (DJENF)     | 27      | 2          | 0          | 29    |
| Juv. Easy Reader (DJER)           | 205     | 2          | 0          | 207   |
| Juv. Fiction (DJFIC)              | 411     | 11         | 8          | 430   |
| Juv. Holiday books (DJHOL)        | 48      | 0          | 3          | 51    |
| Juv. Magazine (DJMAG)             | 18      | 0          | 0          | 18    |
| Juv. Music Cassette (DJMC)        | 0       | 0          | 0          | 0     |
| Juv. Nonfiction (DJNF)            | 311     | 35         | 6          | 352   |
| Juv. Nonfic Text Bk (DJNFTB)      | 0       | 0          | 0          | 0     |
| Juv. Paperback fic (DJPBF)        | 0       | 0          | 0          | 0     |
| Juv. Professional Coll. (DJPRO)   | 0       | 0          | 0          | 0     |
| Juv. Reference (DJREF)            | 6       | 0          | 0          | 6     |
| Juv. Toddler (DJTOD)              | 125     | 5          | 1          | 131   |

|                                 |     |      |    |      |
|---------------------------------|-----|------|----|------|
| Large Print Fiction (DLPF)      | 243 | 2    | 4  | 249  |
| Large Print Nonfic (DLPNF)      | 14  | 1    | 1  | 16   |
| Magazine (DMAG)                 | 564 | 4    | 4  | 572  |
| Music Cassette (DMCAS)          | 0   | 0    | 0  | 0    |
| Nonfiction 000 (DNF000)         | 9   | 0    | 1  | 10   |
| Nonfiction 100 (DNF100)         | 30  | 0    | 1  | 31   |
| Nonfiction 200 (DNF200)         | 30  | 2    | 1  | 33   |
| Nonfiction 300 (DNF300)         | 44  | 8    | 0  | 52   |
| Nonfiction 400 (DNF400)         | 5   | 0    | 0  | 5    |
| Nonfiction 500 (DNF500)         | 22  | 0    | 0  | 22   |
| Nonfiction 600 (DNF600)         | 131 | 10   | 7  | 148  |
| Nonfiction 700 (DNF700)         | 59  | 2    | 1  | 62   |
| Nonfiction 800 (DNF800)         | 11  | 3    | 0  | 14   |
| Nonfiction 900 (DNF900)         | 62  | 2    | 1  | 65   |
| Nonfiction Blu-Ray (DNFBR)      | 3   | 0    | 0  | 3    |
| Nonfiction DVD (DNFDVD)         | 76  | 1    | 0  | 77   |
| Nonfiction (DNFIC)              | 0   | 0    | 0  | 0    |
| Nonfiction New (DNFNEW)         | 91  | 4    | 5  | 100  |
| Nonfiction VHS (DNFVHS)         | 2   | 0    | 0  | 2    |
| Oversize (DOVER)                | 0   | 0    | 1  | 1    |
| Professional Coll. (DPROF)      | 0   | 0    | 0  | 0    |
| Parent Shelf Juv. Fic (DPSJFic) | 0   | 0    | 0  | 0    |
| Parent Shelf Juv. NF (DPSJNF)   | 3   | 0    | 0  | 3    |
| Reference (DREF)                | 0   | 0    | 0  | 0    |
| Ref. Magazine (DRMAG)           | 0   | 0    | 0  | 0    |
| Reference Software (DRSW)       | 0   | 0    | 0  | 0    |
| Spanish Collection (DSPA)       | 4   | 0    | 1  | 5    |
| Software (DSWAR)                | 10  | 1    | 0  | 11   |
| Vertical File (DVF)             | 0   | 0    | 0  | 0    |
| VHS (DVHS)                      | 22  | 1    | 0  | 23   |
| YA Audio book (DYAUDB)          | 3   | 0    | 1  | 4    |
| YA Biography (DYAB)             | 5   | 0    | 1  | 6    |
| YA Books on CD (DYABKCD)        | 0   | 0    | 0  | 0    |
| YA Books on Tape (DYABKT)       | 0   | 0    | 0  | 0    |
| YA Fiction (DYAF)               | 109 | 3    | 5  | 117  |
| YA Music CD (DYACD)             | 0   | 0    | 0  | 0    |
| YA Nonfiction (DYANF)           | 9   | 2    | 0  | 11   |
| YA Paperback Fic (DYAPBF)       | 0   | 0    | 0  | 0    |
| Storage (DZSTO)                 | 8   | 0    | 0  | 8    |
| Award Winner JBIO (RAJBIO)      | 0   | 0    | 0  | 0    |
| Award Winner JE (RAJE)          | 0   | 0    | 0  | 0    |
| Award Winner JFIC (RAJFIC)      | 0   | 0    | 0  | 0    |
| Biography (RBIO)                | 5   | 26   | 1  | 32   |
| Blu-Ray (RBR)                   | 0   | 240  | 0  | 240  |
| Books on CD (RBKCD)             | 5   | 129  | 2  | 136  |
| Books on Tape (RBKT)            | 0   | 0    | 0  | 0    |
| Compact Disc (RCD)              | 4   | 187  | 0  | 191  |
| Digital Audiobooks (RDA)        | 0   | 28   | 1  | 29   |
| DVD (RDVD)                      | 18  | 2997 | 21 | 3036 |
| Equipment (REQP)                | 0   | 24   | 0  | 24   |
| See librarian (RERR)            | 0   | 0    | 0  | 0    |
| Express Book (REXP)             | 0   | 20   | 0  | 20   |
| Fiction (RFIC)                  | 29  | 564  | 23 | 616  |
| Fiction New (RFICNEW)           | 14  | 373  | 7  | 394  |

|                                 |    |      |    |      |
|---------------------------------|----|------|----|------|
| Genealogy (RGENE)               | 0  | 0    | 0  | 0    |
| Genealogy Mag (RGMAG)           | 0  | 0    | 0  | 0    |
| Gen. Milroy Coll (RGMIL)        | 0  | 0    | 0  | 0    |
| Graphic Novels (RGN)            | 0  | 108  | 0  | 108  |
| Hanging Bag (RHANG)             | 0  | 11   | 0  | 11   |
| ILL (RILL)                      | 2  | 71   | 0  | 73   |
| Internet (RINTER)               | 0  | 1226 | 0  | 1226 |
| Juv. Audio book (RJAUDB)        | 0  | 27   | 0  | 27   |
| Juv. Biography (RJBIO)          | 5  | 81   | 0  | 86   |
| Juv. Book on CD (RJBKCD)        | 0  | 0    | 0  | 0    |
| Juv. Book on Tape (RJBKT)       | 0  | 0    | 0  | 0    |
| Juv. Compact Disc (RJCD)        | 2  | 31   | 0  | 33   |
| Juvenile Easy (RJE)             | 3  | 531  | 1  | 535  |
| Juv. Easy Non-fiction (RJENF)   | 1  | 57   | 0  | 58   |
| Juv. Easy Reader (RJER)         | 3  | 204  | 0  | 207  |
| Juv. Fiction (RJFIC)            | 17 | 507  | 12 | 536  |
| Juv. Magazine (RJMAG)           | 0  | 8    | 0  | 8    |
| Juv. Music Cassette (RJMC)      | 0  | 0    | 0  | 0    |
| Juv. Nonfiction (RJNF)          | 8  | 328  | 3  | 339  |
| Juv. Paperback fic (RJPBF)      | 0  | 0    | 0  | 0    |
| Juv. Professional Coll. (RJPRO) | 0  | 0    | 0  | 0    |
| Juv. Reference (RJREF)          | 0  | 6    | 0  | 6    |
| Juv. Toddler (RJTOD)            | 1  | 62   | 1  | 64   |
| Large Print Fiction (RLPF)      | 27 | 254  | 1  | 282  |
| Large Print Nonfic (RLPNF)      | 1  | 5    | 1  | 7    |
| Magazine (RMAG)                 | 14 | 417  | 0  | 431  |
| Music Cassette (RMCAS)          | 0  | 0    | 0  | 0    |
| Non-Fiction 000 (RNF000)        | 0  | 10   | 0  | 10   |
| Non-Fiction 100 (RNF100)        | 0  | 33   | 0  | 33   |
| Non-Fiction 200 (RNF200)        | 1  | 29   | 2  | 32   |
| Non-Fiction 300 (RNF300)        | 5  | 48   | 3  | 56   |
| Non-Fiction 400 (RNF400)        | 0  | 3    | 0  | 3    |
| Non-Fiction 500 (RNF500)        | 0  | 13   | 1  | 14   |
| Non-Fiction 600 (RNF600)        | 35 | 204  | 4  | 243  |
| Non-Fiction 700 (RNF700)        | 3  | 68   | 2  | 73   |
| Non-Fiction 800 (RNF800)        | 0  | 17   | 0  | 17   |
| Non-Fiction 900 (RNF900)        | 8  | 72   | 0  | 80   |
| Nonfiction Blu-Ray (RNFBFR)     | 0  | 11   | 0  | 11   |
| Nonfiction DVD (RNFDVD)         | 0  | 166  | 1  | 167  |
| Nonfiction (RNFIC)              | 0  | 1    | 0  | 1    |
| Nonfiction new (RNFNEW)         | 18 | 187  | 3  | 208  |
| Nonfiction VHS (RNFVHS)         | 0  | 0    | 0  | 0    |
| Oversize (ROVER)                | 0  | 2    | 0  | 2    |
| Professional Coll. (RPRO)       | 0  | 2    | 0  | 2    |
| Reference (REF)                 | 0  | 0    | 0  | 0    |
| Reference Business (RREFB)      | 0  | 0    | 0  | 0    |
| Ref. Magazine (RRMAG)           | 0  | 0    | 0  | 0    |
| Ready Reference (RRR)           | 0  | 0    | 0  | 0    |
| Reference Software (RRSW)       | 0  | 0    | 0  | 0    |
| Spanish Collection (RSPA)       | 0  | 11   | 0  | 11   |
| Software (RSWAR)                | 0  | 9    | 0  | 9    |
| Vertical File (RVF)             | 0  | 3    | 0  | 3    |
| VHS (RVHS)                      | 0  | 0    | 0  | 0    |
| YA Audio book (RYAUDB)          | 0  | 6    | 0  | 6    |
| YA Biography (RYAB)             | 0  | 1    | 0  | 1    |

|                                  |    |     |      |      |
|----------------------------------|----|-----|------|------|
| YA Books on CD (RYABKCD)         | 0  | 0   | 0    | 0    |
| YA Books on Tape (RYABKT)        | 0  | 0   | 0    | 0    |
| YA Fiction (RYAF)                | 11 | 173 | 15   | 199  |
| YA Music CD (RYACD)              | 4  | 36  | 0    | 40   |
| YA Nonfiction (RYANF)            | 0  | 11  | 0    | 11   |
| YA Paperback Fic (RYAPBF)        | 0  | 0   | 0    | 0    |
| Storage (RZSTO)                  | 0  | 2   | 0    | 2    |
| Award Winner JE (WAJE)           | 0  | 0   | 0    | 0    |
| Biography (WBIO)                 | 0  | 1   | 15   | 16   |
| Blu-Ray (WBR)                    | 0  | 1   | 266  | 267  |
| Books on CD (WBKCD)              | 9  | 19  | 124  | 152  |
| Books on Tape (WBKT)             | 0  | 0   | 2    | 2    |
| Compact Disc (WCD)               | 7  | 6   | 231  | 244  |
| Digital Audiobooks (WDA)         | 0  | 0   | 21   | 21   |
| DVD (WDVD)                       | 15 | 17  | 2053 | 2085 |
| Equipment (WEQP)                 | 0  | 0   | 9    | 9    |
| See librarian (WERR)             | 0  | 0   | 0    | 0    |
| Express Book (WEXP)              | 0  | 1   | 16   | 17   |
| Fiction (WFIC)                   | 33 | 17  | 339  | 389  |
| Fiction Fantasy (WFICF)          | 2  | 0   | 5    | 7    |
| Fiction Mystery (WFICM)          | 5  | 6   | 48   | 59   |
| Fiction New (WFICNEW)            | 26 | 15  | 288  | 329  |
| Fiction Science Fiction (WFICSF) | 1  | 0   | 2    | 3    |
| Fiction Western (WFICW)          | 0  | 0   | 0    | 0    |
| Genealogy (WGENE)                | 0  | 0   | 0    | 0    |
| Genealogy Mag (WGMAG)            | 0  | 0   | 0    | 0    |
| Graphic Novels (WGN)             | 1  | 1   | 11   | 13   |
| Hanging Bags (WHANG)             | 4  | 2   | 9    | 15   |
| ILL (WILL)                       | 0  | 1   | 50   | 51   |
| Internet (WINTER)                | 0  | 0   | 408  | 408  |
| Juv. Audio book (WJAUDB)         | 6  | 0   | 10   | 16   |
| Juv. Biography (WJBIO)           | 5  | 4   | 13   | 22   |
| Juv. Book on CD (WJBKCD)         | 0  | 0   | 0    | 0    |
| Juv. Book on Tape (WJBKT)        | 0  | 0   | 0    | 0    |
| Juv. Compact Disc (WJCD)         | 1  | 0   | 27   | 28   |
| Juvenile Easy (WJE)              | 17 | 11  | 370  | 398  |
| Juv. Easy Non-fiction (WJENF)    | 0  | 0   | 38   | 38   |
| Juv. Easy Reader (WJER)          | 2  | 0   | 335  | 337  |
| Juv. Fiction (WJFIC)             | 18 | 13  | 292  | 323  |
| Juv. Magazine (WJMAG)            | 1  | 0   | 17   | 18   |
| Juv. Music Cassette (WJMC)       | 0  | 0   | 0    | 0    |
| Juv. Nonfiction (WJNF)           | 11 | 24  | 205  | 240  |
| Juv. Paperback fic (WJPBF)       | 0  | 0   | 0    | 0    |
| Juv. Professional Coll. (WJPRO)  | 0  | 0   | 0    | 0    |
| Juv. Reference (WJREF)           | 0  | 0   | 1    | 1    |
| Juv. Toddler (WJTOD)             | 1  | 5   | 124  | 130  |
| Large Print Fiction (WLPF)       | 24 | 6   | 94   | 124  |
| Large Print Nonfic (WLPNF)       | 2  | 0   | 4    | 6    |
| Magazine (WMAG)                  | 34 | 0   | 329  | 363  |
| Non-Fiction 000 (WNF000)         | 0  | 0   | 0    | 0    |
| Non-Fiction 100 (WNF100)         | 0  | 0   | 0    | 0    |
| Non-Fiction 200 (WNF200)         | 0  | 0   | 12   | 12   |
| Non-Fiction 300 (WNF300)         | 6  | 5   | 22   | 33   |
| Non-Fiction 400 (WNF400)         | 0  | 0   | 1    | 1    |

|                               |      |       |      |       |
|-------------------------------|------|-------|------|-------|
| Non-Fiction 500 (WNF500)      | 0    | 2     | 6    | 8     |
| Non-Fiction 600 (WNF600)      | 13   | 11    | 101  | 125   |
| Non-Fiction 700 (WNF700)      | 3    | 1     | 39   | 43    |
| Non-Fiction 800 (WNF800)      | 0    | 2     | 4    | 6     |
| Non-Fiction 900 (WNF900)      | 0    | 4     | 28   | 32    |
| Nonfiction Blu-Ray (WNFBR)    | 0    | 0     | 0    | 0     |
| Nonfiction DVD (WNFDVD)       | 1    | 0     | 89   | 90    |
| Nonfiction (WNFIC)            | 0    | 0     | 0    | 0     |
| Nonfiction New (WNFNEW)       | 8    | 14    | 71   | 93    |
| Nonfiction VHS (WNFVHS)       | 0    | 0     | 0    | 0     |
| Professional Coll. (WPROF)    | 0    | 0     | 0    | 0     |
| Parent Shelf Juv. Fic (WPJF)  | 0    | 0     | 0    | 0     |
| Parent Shelf Juv. NF (WPSJNF) | 0    | 0     | 0    | 0     |
| Reference (WREF)              | 0    | 0     | 0    | 0     |
| Ref. Magazine (WRMAG)         | 0    | 0     | 0    | 0     |
| Reference Software (WRSWAR)   | 0    | 0     | 0    | 0     |
| Spanish Collection (WSPA)     | 0    | 0     | 1    | 1     |
| Software (WSWAR)              | 0    | 0     | 9    | 9     |
| Vertical File (WVF)           | 0    | 0     | 5    | 5     |
| VHS (WVHS)                    | 0    | 0     | 6    | 6     |
| YA Audio book (WYAUDB)        | 0    | 0     | 2    | 2     |
| YA Biography (WYAB)           | 0    | 0     | 2    | 2     |
| YA Books on CD (WYABKCD)      | 0    | 1     | 6    | 7     |
| YA Books on Tape (WYABKT)     | 0    | 0     | 0    | 0     |
| YA Fiction (WYAF)             | 11   | 5     | 204  | 220   |
| YA Music CD (WYACD)           | 0    | 0     | 0    | 0     |
| YA Nonfiction (WYANF)         | 0    | 1     | 6    | 7     |
| YA Paperback Fic (WYAPBF)     | 0    | 0     | 0    | 0     |
| Storage (WZSTO)               | 0    | 0     | 0    | 0     |
| TOTAL                         | 7859 | 10042 | 6589 | 24490 |

**CIRCULATION BY HOLDINGS CODE**  
**January 2015**

| ITEM CODE                        | DEMOTTE | RENSSELAER | WHEATFIELD | TOTAL |
|----------------------------------|---------|------------|------------|-------|
| Award Winner JBIO (AJBIO)        | 0       | 0          | 0          | 0     |
| Award Winner JE (AJE)            | 0       | 0          | 0          | 0     |
| Award Winner JFIC (AJFIC)        | 31      | 2          | 1          | 34    |
| Award Winner JNF (AJNF)          | 0       | 0          | 0          | 0     |
| Award Winner JPFIC (AJPF)        | 0       | 0          | 0          | 0     |
| Award Winning fiction (AWFIC)    | 0       | 0          | 0          | 0     |
| Award Winning non-fiction (AWNF) | 0       | 0          | 0          | 0     |
| Award Winner YAFIC (AYAF)        | 0       | 0          | 0          | 0     |
| Award Winner YAPFIC (YAYPBF)     | 0       | 0          | 0          | 0     |
| Biography (BIO)                  | 45      | 30         | 21         | 96    |
| Blu-Ray (BR)                     | 214     | 252        | 266        | 732   |
| Books on CD (BKCD)               | 217     | 161        | 131        | 509   |
| Books on Tape (BKT)              | 0       | 0          | 2          | 2     |
| Compact Disc (CD)                | 183     | 195        | 234        | 612   |
| Digital Audiobooks (DA)          | 7       | 28         | 22         | 57    |
| DVD (DVD)                        | 1359    | 3035       | 2080       | 6474  |
| Equipment (EQP)                  | 65      | 24         | 9          | 98    |
| See librarian (ERR)              | 0       | 0          | 0          | 0     |



|                                 |     |      |     |      |
|---------------------------------|-----|------|-----|------|
| Express Book (EXP)              | 41  | 21   | 16  | 78   |
| Fiction (FIC)                   | 699 | 606  | 376 | 1681 |
| Fiction Fantasy (FICF)          | 10  | 2    | 6   | 18   |
| Fiction Mystery (FICM)          | 103 | 11   | 51  | 165  |
| Fiction New (FICNEW)            | 429 | 396  | 310 | 1135 |
| Fiction Science Fiction (FICSF) | 6   | 1    | 2   | 9    |
| Fiction Western (FICW)          | 8   | 0    | 0   | 8    |
| Genealogy (GENE)                | 0   | 0    | 0   | 0    |
| Genealogy Mag (GMAG)            | 0   | 0    | 0   | 0    |
| Gen. Milroy Coll (GMIL)         | 0   | 0    | 0   | 0    |
| Graphic Novels (GN)             | 66  | 113  | 13  | 192  |
| Hanging Bags (HANG)             | 11  | 13   | 9   | 33   |
| ILL (ILL)                       | 45  | 74   | 50  | 169  |
| Internet (INTR)                 | 764 | 1226 | 408 | 2398 |
| Juv. Audio book (JAUDB)         | 16  | 27   | 10  | 53   |
| Juv. Biography (JBIO)           | 39  | 88   | 17  | 144  |
| Juv. Book on CD (JBCD)          | 0   | 0    | 0   | 0    |
| Juv. Book on Tape (JBKT)        | 0   | 0    | 0   | 0    |
| Juv. Compact Disc (JCD)         | 38  | 31   | 27  | 96   |
| Juvenile Easy (JE)              | 454 | 556  | 373 | 1383 |
| Juv. Easy Non-Fiction (JENF)    | 28  | 59   | 38  | 125  |
| Juv. Easy Reader (JER)          | 210 | 206  | 335 | 751  |
| Juv. Fiction (JFIC)             | 446 | 531  | 312 | 1289 |
| Juv. Holiday (JHOL)             | 48  | 0    | 3   | 51   |
| Juv. Magazine (JMAG)            | 19  | 8    | 17  | 44   |
| Juv. Music Cassette (JMC)       | 0   | 0    | 0   | 0    |
| Juv. Nonfiction (JNF)           | 330 | 387  | 214 | 931  |
| Juv. Nonfic Text Bk (JNFT)      | 0   | 0    | 0   | 0    |
| Juv. Paperback fic (JPBF)       | 0   | 0    | 0   | 0    |
| Juv. Professional Coll. (JPRO)  | 0   | 0    | 0   | 0    |
| Juv. Reference (JREF)           | 6   | 6    | 1   | 13   |
| Juv. Toddler (JTOD)             | 127 | 72   | 126 | 325  |
| Large Print Fiction (LPF)       | 294 | 262  | 99  | 655  |
| Large Print Nonfic (LPNF)       | 17  | 6    | 6   | 29   |
| Magazine (MAG)                  | 612 | 421  | 333 | 1366 |
| Music Cassette (MCAS)           | 0   | 0    | 0   | 0    |
| Non-Fiction 000 (NF000)         | 9   | 10   | 1   | 20   |
| Non-Fiction 100 (NF100)         | 30  | 33   | 1   | 64   |
| Non-Fiction 200 (NF200)         | 31  | 31   | 15  | 77   |
| Non-Fiction 300 (NF300)         | 55  | 61   | 25  | 141  |
| Non-Fiction 400 (NF400)         | 5   | 3    | 1   | 9    |
| Non-Fiction 500 (NF500)         | 22  | 15   | 7   | 44   |
| Non-Fiction 600 (NF600)         | 179 | 225  | 112 | 516  |
| Non-Fiction 700 (NF700)         | 65  | 71   | 42  | 178  |
| Non-Fiction 800 (NF800)         | 11  | 22   | 4   | 37   |
| Non-Fiction 900 (NF900)         | 70  | 78   | 29  | 177  |
| Non-Fiction Blu-Ray (NFBR)      | 0   | 0    | 0   | 0    |
| Non-Fiction DVD (NFDVD)         | 77  | 167  | 90  | 334  |
| Nonfiction (NFIC)               | 0   | 1    | 0   | 1    |
| Nonfiction New (NFNEW)          | 117 | 205  | 79  | 401  |
| Nonfiction VHS (NFVH)           | 2   | 0    | 0   | 2    |
| Oversize (OVER)                 | 0   | 2    | 1   | 3    |
| Professional Coll. (PROF)       | 0   | 2    | 0   | 2    |
| Parent Shelf Juv. Fic (PJF)     | 0   | 0    | 0   | 0    |
| Parent Shelf Juv. NF (PSJNF)    | 3   | 0    | 0   | 3    |

|                            |             |              |             |              |
|----------------------------|-------------|--------------|-------------|--------------|
| Reference (REF)            | 67          | 71           | 57          | 195          |
| Reference Business (REFB)  | 0           | 0            | 0           | 0            |
| Ref. Magazine (RMAG)       | 0           | 0            | 0           | 0            |
| Ready Reference (RRR)      | 0           | 0            | 0           | 0            |
| Reference Software (RSWAR) | 0           | 0            | 0           | 0            |
| Spanish Collection (SPA)   | 4           | 11           | 2           | 17           |
| Software (SWAR)            | 10          | 10           | 9           | 29           |
| Vertical File (VF)         | 0           | 3            | 5           | 8            |
| VHS                        | 22          | 1            | 6           | 29           |
| YA Audio book (YAUDB)      | 3           | 6            | 3           | 12           |
| YA Biography (YAB)         | 5           | 1            | 3           | 9            |
| YA Books on CD (YABKCD)    | 0           | 1            | 6           | 7            |
| YA Books on Tape (YABKT)   | 0           | 0            | 0           | 0            |
| YA Fiction (YAF)           | 131         | 181          | 224         | 536          |
| YA Music CD (YACD)         | 4           | 36           | 0           | 40           |
| YA Nonfiction (YANF)       | 9           | 14           | 6           | 29           |
| YA Paperback Fic (YAPBF)   | 0           | 0            | 0           | 0            |
| Storage (ZSTO)             | 8           | 2            | 0           | 10           |
|                            |             |              |             | 0            |
| Free reads                 | 374         | 332          | 69          | 775          |
| Games/Puzzles              | 20          | 24           | 0           | 44           |
| Talking books              | 0           | 0            | 0           | 0            |
| Assignment Shelf Books     | 0           | 0            | 0           | 0            |
| <b>TOTAL</b>               | <b>8320</b> | <b>10469</b> | <b>6715</b> | <b>25504</b> |

|                                      | DeMotte      | Rensselaer   | Wheatfield   |              |
|--------------------------------------|--------------|--------------|--------------|--------------|
| <b>ADULT BOOKS</b>                   |              |              |              |              |
| Fiction                              | 1972         | 1633         | 929          | 4534         |
| Nonfiction                           | 772          | 951          | 453          | 2176         |
| <b>CHILDREN'S BOOKS</b>              |              |              |              |              |
| Fiction                              | 1268         | 1367         | 1147         | 3782         |
| Nonfiction                           | 454          | 540          | 273          | 1267         |
| <b>YA BOOKS</b>                      |              |              |              |              |
| Fiction                              | 197          | 294          | 237          | 728          |
| Nonfiction                           | 14           | 15           | 9            | 38           |
| Magazines, Adult                     | 612          | 421          | 333          | 1366         |
| Magazines, Children                  | 19           | 8            | 17           | 44           |
| Sound Recordings, adult              | 410          | 391          | 398          | 1199         |
| Sound Recordings, ch                 | 69           | 107          | 46           | 222          |
| Online databases                     | 0            | 0            | 0            | 0            |
| Software                             | 10           | 10           | 9            | 29           |
| Vertical file                        | 0            | 3            | 5            | 8            |
| VHS/DVD/Blu-Ray                      | 1674         | 3455         | 2442         | 7571         |
| Equipment                            | 65           | 24           | 9            | 98           |
| <b>Total</b>                         | <b>7536</b>  | <b>9219</b>  | <b>6307</b>  | <b>23062</b> |
| <b>A-V Circulation</b>               | <b>2163</b>  | <b>3963</b>  | <b>2895</b>  | <b>9021</b>  |
| <b>A-V Circulation as % of total</b> | <b>28.7%</b> | <b>43.0%</b> | <b>45.9%</b> | <b>39.1%</b> |

**January 2015**

|                                                                                           |                |                   |                   |
|-------------------------------------------------------------------------------------------|----------------|-------------------|-------------------|
| <b>END OF MONTH:</b>                                                                      | <b>DEMOTTE</b> | <b>RENSSELAER</b> | <b>WHEATFIELD</b> |
| Total Materials Owned                                                                     | 76,939         | 72,982            | 56,363            |
| Circulation Increase/Decrease                                                             | -8.7%          | 264.7%            | 0.4%              |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX |                |                   |                   |
| <b>MONTHLY SYSTEM STATISTICS</b>                                                          | 2014           | 2015              | % change          |
| Current month's Circulation                                                               | 17,069         | 23,062            | 35.1%             |
| Jan. to date circulation                                                                  | 17,069         | 23,062            | 35.1%             |

| <b>DEMOTTE COLLECTION</b> |                     | <b>RENSSELAER COLLECTION</b> |                     | <b>WHEATFIELD COLLECTION</b> |                     |
|---------------------------|---------------------|------------------------------|---------------------|------------------------------|---------------------|
| <b>Start of Month</b>     | <b>End of Month</b> | <b>Start of Month</b>        | <b>End of Month</b> | <b>Start of Month</b>        | <b>End of Month</b> |
| Volumes                   | Volumes             | Volumes                      | Volumes             | Volumes                      | Volumes             |
|                           |                     |                              |                     |                              |                     |
|                           |                     |                              |                     |                              |                     |
| 20,521                    | 20,492              | 13,994                       | 14,021              | 15,251                       | 15,341              |
| 20,457                    | 20,482              | 21,148                       | 21,240              | 10,499                       | 10,378              |
|                           |                     |                              |                     |                              |                     |
|                           |                     |                              |                     |                              |                     |
| 14,673                    | 14,693              | 13,233                       | 13,287              | 11,640                       | 11,655              |
| 8,550                     | 8,555               | 6,729                        | 6,739               | 6,029                        | 6,049               |
|                           |                     |                              |                     |                              |                     |
| 2,385                     | 2,393               | 3,039                        | 3,066               | 2,640                        | 2,667               |
| 604                       | 608                 | 766                          | 768                 | 143                          | 142                 |
|                           |                     |                              |                     |                              |                     |
|                           |                     |                              |                     |                              |                     |
| 0                         | 0                   | 20                           | 20                  | 0                            | 0                   |
| 3,611                     | 3,642               | 4,239                        | 4,272               | 4,206                        | 4,244               |
| 761                       | 764                 | 563                          | 601                 | 883                          | 889                 |
| 18                        | 18                  | 29                           | 29                  | 7                            | 7                   |
| 213                       | 213                 | 308                          | 307                 | 171                          | 171                 |
| 0                         | 0                   |                              |                     | 4                            | 4                   |
| 4,909                     | 4,961               | 8,359                        | 8,490               | 4,706                        | 4,759               |
| 118                       | 118                 | 142                          | 142                 | 57                           | 57                  |
| 76,820                    | 76,939              | 72,569                       | 72,982              | 56,236                       | 56,363              |

# JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

## March 2007

R5

|                                    | DeMotte |      | Rensselaer |      | Wheatfield |      | TOTAL | HOURS SPENT |
|------------------------------------|---------|------|------------|------|------------|------|-------|-------------|
|                                    |         | Hrs. |            | Hrs. |            | Hrs. |       |             |
| INTRALIBRARY LOANS FILLED          | 157     | 34   | 156        | 34   | 264        | 57   | 577   | 125         |
| LOCAL HISTORY                      |         |      |            |      |            |      |       |             |
| In person                          | 3       | 1    | 20         | 6    | 1          | 0    | 24    | 7           |
| Letters written                    | 3       | 3    | 7          | 7    | 0          | 0    | 10    | 10          |
| IN-HOUSE USE - HARDWARE/SOFTWARE   |         |      |            |      |            |      |       |             |
| Internet use-Wired                 | 764     | 32   | 1226       | 51   | 408        | 17   | 2398  | 100         |
| Internet use-Wireless              | 2566    |      | 3100       |      | 1341       |      | 7007  |             |
| Computer software used             | 245     | 20   | 164        | 14   | 81         | 7    | 490   | 41          |
| VCR Use                            | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0           |
| Microforms                         | 98      | 13   | 17         | 2    | 0          | 0    | 115   | 15          |
| CD ROM/Online databases            | 161     | 13   | 232        | 19   | 101        | 8    | 494   | 41          |
| Typewriter use                     | 2       | 0    | 0          | 0    | 0          | 0    | 2     | 0           |
| Other equipment used               | 1       | 0    | 5          | 2    | 9          | 3    | 15    | 5           |
| OTHER LIBRARY SERVICES USED        |         |      |            |      |            |      |       |             |
| One-on-One Instruction             | 0       |      | 18         |      | 7          |      | 25    |             |
| Outreach activities                | 66      | 66   | 15         | 10   | 0          | 0    | 81    | 54          |
| Notarized documents                | 5       | 1    | 21         | 5    | 3          | 1    | 29    | 7           |
| Meeting Room Use (no. of group)    | 30      | 10   | 46         | 15   | 33         | 11   | 109   | 36          |
| Study room use                     | 24      | 2    | 61         | 5    | 34         | 3    | 119   | 10          |
| Proctoring                         | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0           |
| Tax Forms distributed              | 10      | 0    | 0          | 0    | 0          | 0    | 10    | 0           |
| Pull Requests                      | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0           |
| E-books downloaded                 |         |      |            |      |            |      | 1408  |             |
| IN-HOUSE USE ITEMS                 | 195     |      | 355        |      | 171        |      | 721   |             |
| SELF-CHECKOUT USE                  | 199     |      | 834        |      | 0          |      | 1033  |             |
| INTERLIBRARY LOANS                 |         |      |            |      |            |      |       |             |
| Requests made for:                 | 105     | 26   | 100        | 25   | 68         | 17   | 273   | 68          |
| Items rec'd for:                   | 67      | 34   | 71         | 36   | 57         | 29   | 195   | 98          |
| Items requested by other libraries | 0       |      | 0          |      | 0          |      | 0     |             |
| Items supplied to other libraries  | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0           |

### REGISTRATIONS

|                             |      |      |      |       |
|-----------------------------|------|------|------|-------|
| Total Borrowers             | 7926 | 8295 | 4852 | 21073 |
| Non-resident, paying        | 1    | 0    | 0    | 1     |
| PLAC card users             | 0    | 3    | 1    | 4     |
| Reciprocal borrowers        | 323  | 511  | 126  | 960   |
| Number of New Patrons Added | 46   | 38   | 37   |       |

### PROGRAMS

| DeMotte | Rensselaer | Wheatfield | TOTAL | HOURS SPENT |
|---------|------------|------------|-------|-------------|
| Hrs.    | Hrs.       | Hrs.       |       |             |



|                                     |     |     |     |     |     |     |      |      |
|-------------------------------------|-----|-----|-----|-----|-----|-----|------|------|
| Programs for all ages               | 1   | 6   | 2   | 12  | 0   | 0   | 3    | 18   |
| Children's Programs (0-13)          | 14  | 84  | 13  | 78  | 7   | 42  | 34   | 204  |
| Number attending                    | 232 |     | 149 |     | 175 |     | 556  |      |
| YA Programs (14-17)                 | 0   | 0   | 2   | 12  | 1   | 6   | 3    | 18   |
| Number attending                    | 1   |     | 11  |     | 7   |     | 19   |      |
| Adult Programs                      | 4   | 24  | 4   | 24  | 2   | 12  | 10   | 60   |
| Number attending                    | 99  |     | 129 |     | 15  |     | 243  |      |
| Senior Citizen Programs             | 8   | 48  | 2   | 12  | 5   | 30  | 15   | 90   |
| Number attending                    | 56  |     | 20  |     | 19  |     | 95   |      |
| Total Number of Programs            | 27  | 162 | 23  | 138 | 15  | 90  | 65   | 390  |
| Total Persons Attending             | 388 |     | 309 |     | 216 |     | 913  |      |
| Total Attending Same Month Last Yr. | 226 |     | 41  |     | 129 |     | 396  |      |
| Total Staff Hours Spent             |     | 418 |     | 369 |     | 243 | 1030 | 1008 |
| Total Number of In-House Program    | 19  |     | 22  |     | 12  |     | 53   |      |
| Total Attendance                    | 243 |     | 284 |     | 76  |     | 603  |      |
| Total Number of Outreach Program    | 8   |     | 1   |     | 3   |     | 12   |      |
| Total Attendance                    | 145 |     | 25  |     | 140 |     | 310  |      |

### CIRCULATION BY PATRON CODE

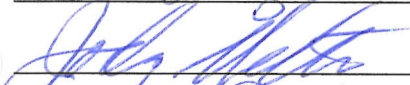
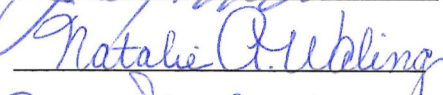
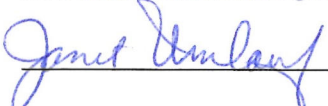
| PATRONS                            | DeMotte         |               | Rensselaer      |               | Wheatfield      |               | ALL LIBRARIES   |               |
|------------------------------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|
|                                    | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total |
| Adult                              | 5663            | 75.6%         | 6439            | 70.2%         | 4365            | 69.8%         | 16467           | 71.9%         |
| Corporate                          | 4               | 0.1%          | 95              | 1.0%          | 0               | 0.0%          | 99              | 0.4%          |
| Juvenile 0-11                      | 29              | 0.4%          | 217             | 2.4%          | 31              | 0.5%          | 277             | 1.2%          |
| Juvenile-AV                        | 845             | 11.3%         | 821             | 9.0%          | 773             | 12.4%         | 2439            | 10.6%         |
| Nonresident No Fee                 | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| Nonresident Fee                    | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| PLAC (state library card)          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| Reciprocal Adult                   | 195             | 2.6%          | 326             | 3.6%          | 79              | 1.3%          | 600             | 2.6%          |
| Reciprocal Juvenile                | 0               | 0.0%          | 3               | 0.0%          | 0               | 0.0%          | 3               | 0.0%          |
| Reciprocal Juvenile AV             | 14              | 0.2%          | 19              | 0.2%          | 0               | 0.0%          | 33              | 0.1%          |
| Reciprocal YA                      | 0               | 0.0%          | 2               | 0.0%          | 0               | 0.0%          | 2               | 0.0%          |
| Reciprocal YA AV                   | 4               | 0.1%          | 0               | 0.0%          | 0               | 0.0%          | 4               | 0.0%          |
| School                             | 0               | 0.0%          | 5               | 0.1%          | 0               | 0.0%          | 5               | 0.0%          |
| School AV                          | 0               | 0.0%          | 7               | 0.1%          | 0               | 0.0%          | 7               | 0.0%          |
| St. Joseph College                 | 0               | 0.0%          | 78              | 0.9%          | 0               | 0.0%          | 78              | 0.3%          |
| Staff                              | 378             | 5.0%          | 664             | 7.2%          | 627             | 10.0%         | 1669            | 7.3%          |
| Walking books                      | 128             | 1.7%          | 94              | 1.0%          | 0               | 0.0%          | 222             | 1.0%          |
| YA 12-17                           | 32              | 0.4%          | 35              | 0.4%          | 375             | 6.0%          | 442             | 2.5%          |
| YA-AV                              | 197             | 2.6%          | 367             | 4.0%          | 0               | 0.0%          | 564             | 2.5%          |
| <b>Total</b>                       | 7489            |               | 9172            |               | 6250            |               | 22911           |               |
| All items borrowed by nonresidents | 213             | 2.8%          | 440             | 4.8%          | 79              | 1.3%          | 732             | 3.2%          |

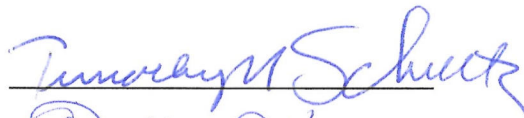
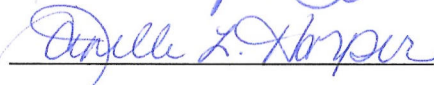
**Salary Ordinance 2015  
Updated 2/9/15**

| Name          | Classification | Hrly Wage | Start Date | Hrs Worked | Library |
|---------------|----------------|-----------|------------|------------|---------|
| Jeremy Troike | Janitor        | \$11.59   | 1/19/15    | 15         | R       |
| John Duda     | Janitor        | \$11.59   | 2/2/15     | 15         | R       |

We have hired Jeremy Troike and John Duda as Janitors for Rensselaer Library, replacing Derek DeJong and Juanita Saucedo respectively who no longer work for the library.

We have examined and approved the changes to the 2015 Jasper County Public Library Salary Ordinance. Dated 2/9/15.

## Director's Report January 2015

### **Consent Agenda**

You will be approving the minutes of the January board meetings, bills, and financial reports.

**Salary Ordinance Update:** There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

**2015 Staff Development Day:** For the past several years the Library Board has approved our closing the libraries for staff training sessions, which we call staff development days. For the past several years we have offered a full day of training and staff really appreciates this all-day training as we are able to cover more training topics. Staff networking is also an important component of this day, as we are all together in one place. This positively impacts relationship building. We would like to offer another full day session in 2015. We have selected Friday, September 11 as the date for our 2015 training day. We would meet at the DeMotte Library from 8:00 to 4:30 for staff training and all libraries would be closed for the day. We will be discussing training topics and possible presenters at our February Management Meeting. At this time we simply wish to settle on a firm date so that all staff may plan around it. Content will be fleshed out after closure is approved. **If you approve the consent agenda, you will approve the library closing for a full-day staff training session on Friday, September 11, 2015.**

### **General Business**

**DeMotte Library Future Plans:** At your January meeting you resolved that the Jasper County Public Library consider purchasing the property adjacent to the library with a physical address of 228 10<sup>th</sup> St. SW, DeMotte, Indiana and authorized me to be the purchasing agent and move forward as Indiana law requires. Working with attorney Ed Dumas, two property appraisals were sought. I have received and reviewed those appraisals and will present this information to the board at our February meeting so that we may discuss next steps. Ed Dumas will be present to advise the board.

**Annual Impact Report of Rensselaer Librarian and Youth Specialist:** Linda Poortenga and Janice Wilma will present their Annual Impact Reports at the February Board meeting, reporting on adult and youth services.

**Oath of Office – Treasurer:** Tim Schultz will take his oath as Treasurer.

## **Director's Report**

Three policies are scheduled for review in February – Staff Code of Ethics, Gift Policy, and Debit/Credit Card Processing Policy. Due to some required revisions, we tackled the Debit/Credit Card Processing Policy in January, so it is done. No revisions are recommended to the other two policies.

Our 2015 Budget was approved in January by the Department of Local Government Finance. While we always expect the budget to be approved, it is always a relief to receive official word.

In January I filled out and submitted our Indiana Public Library Annual Report 2014 to the State Library. You will receive a copy of this report at the February meeting. This is a very lengthy report that takes days to complete. It does provide a good overview of our financial situation last year as well as products and services. In addition Rayann is currently working on her complicated and time-consuming LAR report, a financial report that must be submitted to the State Board of Accounts by the end of February. A new law that went into effect July 2, 2009 requires that *not later than 60 days after the expiration of each calendar year, a political subdivision (with a budget of at least \$300,000) shall publish an annual report of the receipts and expenditures of the political subdivision during the preceding calendar year.* We are on target to publish this report as required.

In January I learned that Indiana Humanities was inviting public libraries to host a speaker from the 2014 Eugene & Marilyn Glick Indiana Authors Award program of the Indianapolis Public Library Foundation. I wrote a Novel Conversations Grant, applying to be a host library. If our application is accepted Indiana Humanities will provide an honorarium for the speaker with the library responsible for travel expenses. If our application is chosen the Rensselaer Library will host an evening author visit in March or April. The chosen author will also visit the college and lunch with students on the day of the event. Community Partners include the Prairie Arts Council, Prairie Writers Guild, and Saint Joseph's College English Department. Retired Saint Joseph's College Professor, John Groppe, has coordinated the partnerships and represents each of these entities in program planning. Collaboration such as this is a huge component of our new Long Range Plan. We are excited about the possibilities.

I was invited to and attended a Purdue Extension Community Forum in January. Held at the fairgrounds, this three hour meeting was intended to gather feedback for Purdue to consider as the College of Agriculture creates its five-year strategic plan later this year. I took part in small-group discussions about ways in which Purdue Extension and Purdue could further strengthen Indiana communities, families, leaders and businesses. These discussions led to a list of community needs being created, and I was excited to see that the list created by community leaders attending the forum lined up directly with the

community needs the library came to realize at the end of 2014 as we were drafting our Long Range Plan. That was very energizing! We are on the right track!

In 2015 I wrote a FEMA grant, seeking reimbursement for our insurance premium for our flood event. I received word this month that we will be awarded 75% of our \$1000 premium. We expect \$750 to be remitted to us very soon.

Once again we will be participating in BOOKS TO BRIDGE THE REGION, a reading initiative that encompasses seven Northwest Indiana counties: Jasper, Lake, LaPorte, Newton, Porter, Pulaski and Starke. This initiative, which will occur in the fall of 2015, encourages area residents to read books on a common theme and foster conversation between people and between generations. This is a terrific means to promote literacy in our community and partner with other libraries and agencies in our region.

### **System Administrator News**

Sheila held monthly meetings with department heads and assisted staff with a variety of IT needs. She has installed office 2013 on her PC to begin testing out in advance of installation for patrons and staff. She also researched help tutorials, videos, and guides for Microsoft 2013 and emailed staff about the impending migration. She researched eBook reader patron check-out, preparing for Management Meeting discussions in February. 8 service requests were opened and 11 service requests were closed.

### **Technical Services News**

Becky reports that reports for last year have been completed, and some statistics needed for the Library's Annual Report were collected. Peggy has spoken with the librarians and other selectors about AY and Continuation Lists. She has created several versions of new lists, spoken with our reps at Baker and Taylor, and believes that all lists are in order. Peggy and Becky created the 2015 Ordering Calendar. This year we will begin to order twice per month. Becky reports that it is unclear at this time how this will impact work flow. Twice a month ordering was requested by public service departments in hopes that this might lead to items reaching patron hands faster.

### **DeMotte Library News**

Debbie reports, "We started the New Year off with a Frozen sing-along. We had themed snacks (Olaf string cheese, Kristoff's ice blocks of blue Jell-O, etc) and each participant chose a tiara or a vest to wear as they entered the room. We all stood and sang together as each song came in the movie. It was a huge success and a great way to start the year!...Yvonne and staff are excited about this month's lobby display case featuring a scene from the book "Stone Soup". Patrons are encouraged to guess the title. The winner will receive soup mixes, a Martha Stewart soup pot, ladle, and the book... I am excited to see joy in the staff as we work together!" A patron had great difficulty navigating the hill in our front parking lot on February 3, the snowy afternoon



that created slippery conditions on area roads. She was quite aggravated and complained vehemently about the slippery hill. We try to keep the hill as clear of snow and ice as possible, but it continues to be a vexing problem for staff and patrons alike in winter.

### **Rensselaer Library News**

I did share with Linda the concern about library magnifiers as expressed at the January board meeting. New magnifiers were purchased in October 2014. Staff has created new signs to place in the newspaper area, on our marketing TV, and on multi-use monitors to let patrons know these are available. They are now located on the back counter at the circ desk for easier access. The Adult Winter Reading program is underway. A Colt Gnome scavenger hunt was very possible this month with nearly 30 people participating. The Social Committee held a 1-year Flood Survival celebration with PIZZA. Children's Librarian Janice reports, "In January we cooked with the teens creating Caesar salad and chicken and rice soup. They enjoyed cooking and eating and we talked about what recipes we would make next month from The Green Teen Cook Book. The younger, third Thursday group made snow ice-cream, melted snowmen and paper snows flakes. The big event of the month was The Family Train day. We had close to 100 people participated with model trains running and fun activities for the children."

### **Wheatfield Library News**

A variety of Computer Classes were offered in January – Basic Internet, Basic MS Word, Intro to Facebook, and Intro to Overdrive. Staff updated manuals, and committee assignments were reviewed and/or revised. Rachael and Carolynn hosted special "Frozen" story times, book discussions, and an After School Program. Carolynn uploaded pictures from recent programs for use on Facebook, Pinterest, Flickr, and Instagram and on the digital photo frame. These images are a great marketing tool.

***Please contact me if you are unable to attend the February Board meeting or if you have any questions about material in your packet.-Patty***

**JCPL FINANCIAL STATEMENT**  
**January 31, 2015**

|                                                | <u>Beginning<br/>2015<br/>Balance</u> | <u>Current<br/>Month<br/>Disbursements</u> | <u>Y-T-D<br/>Disbursements</u> | <u>Current<br/>Month<br/>Receipts</u> | <u>Y-T-D<br/>Receipts</u> | <u>Ending<br/>Balance</u> |
|------------------------------------------------|---------------------------------------|--------------------------------------------|--------------------------------|---------------------------------------|---------------------------|---------------------------|
| <b>Operating Fund</b>                          | \$623,237.03                          | <b>\$166,524.46</b>                        | \$166,524.46                   | <b>\$63,667.37</b>                    | \$63,667.37               | <b>\$520,379.94</b>       |
| <b>Public Library Access Card Fund</b>         | \$50.00                               | <b>\$50.00</b>                             | \$50.00                        | <b>\$0.00</b>                         | \$0.00                    | <b>\$0.00</b>             |
| <b>Gift Fund</b>                               | \$9,969.20                            | \$89.03                                    | \$89.03                        | \$1,308.85                            | \$1,308.85                | <b>\$11,189.02</b>        |
| DeMotte                                        | \$2,381.86                            | <b>\$37.99</b>                             | \$37.99                        | <b>\$500.00</b>                       | \$500.00                  | <b>\$2,843.87</b>         |
| Rensselaer                                     | \$5,613.14                            | <b>\$51.04</b>                             | \$51.04                        | <b>\$240.00</b>                       | \$240.00                  | <b>\$5,802.10</b>         |
| Wheatfield                                     | \$1,974.20                            | <b>\$0.00</b>                              | \$0.00                         | <b>\$568.85</b>                       | \$568.85                  | <b>\$2,543.05</b>         |
| <b>Library Improvement Reserve Fund</b>        | \$199,707.47                          | <b>\$0.00</b>                              | \$0.00                         | <b>\$16.41</b>                        | \$16.41                   | <b>\$199,723.88</b>       |
| <b>Bond &amp; Interest Redemption Fund</b>     | \$175,352.75                          | <b>\$162,106.25</b>                        | \$162,106.25                   | <b>\$0.00</b>                         | \$0.00                    | <b>\$13,246.50</b>        |
| <b>Rainy Day Fund</b>                          | \$308,914.76                          | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$308,914.76</b>       |
| Includes Investments of: <b>\$275,000.00</b>   |                                       |                                            |                                |                                       |                           |                           |
| <b>State Technology Fund Grant Fund</b>        | \$0.00                                | <b>\$0.00</b>                              | \$0.00                         | <b>\$9,733.00</b>                     | \$9,733.00                | <b>\$9,733.00</b>         |
| <b>Capital Projects Fund</b>                   | \$1,269,492.71                        | <b>\$0.00</b>                              | \$0.00                         | <b>\$3.66</b>                         | \$3.66                    | <b>\$1,269,496.37</b>     |
| Includes Investments of: <b>\$1,225,000.00</b> |                                       |                                            |                                |                                       |                           |                           |
| <b>Host/Hospitality Fund</b>                   | \$0.00                                | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$0.00</b>             |
| <b>Levy Excess Fund</b>                        | \$8,497.60                            | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$8,497.60</b>         |
| <b>Sales Tax</b>                               | \$127.05                              | <b>\$128.00</b>                            | \$128.00                       | <b>\$7.07</b>                         | \$7.07                    | <b>\$6.12</b>             |
| <b>Construction Fund</b>                       | \$0.00                                | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$0.00</b>             |
| <b>Petty Cash Funds</b>                        | \$120.00                              | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$120.00</b>           |
| <b>Cash Change Fund</b>                        | \$150.00                              | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$150.00</b>           |
| <b>Insurance Refund Fund</b>                   | \$0.00                                | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$0.00</b>             |
| <b>Insurance Settlement Fund</b>               | \$12,301.81                           | <b>\$3,438.36</b>                          | \$3,438.36                     | <b>\$7,465.94</b>                     | \$7,465.94                | <b>\$16,329.39</b>        |
| <b>Payroll Withholding Accts.</b>              |                                       |                                            |                                |                                       |                           |                           |
| FIT Tax Collected                              | \$0.00                                | <b>\$7,791.97</b>                          | \$7,791.97                     | <b>\$7,791.97</b>                     | \$7,791.97                | <b>\$0.00</b>             |
| FICA Tax Collected                             | \$0.00                                | <b>\$7,250.76</b>                          | \$7,250.76                     | <b>\$7,250.76</b>                     | \$7,250.76                | <b>\$0.00</b>             |
| State Tax Collected                            | \$3,176.93                            | <b>\$3,176.98</b>                          | \$3,176.98                     | <b>\$3,361.93</b>                     | \$3,361.93                | <b>\$3,361.88</b>         |
| County Tax Collected                           | \$2,485.61                            | <b>\$2,485.56</b>                          | \$2,485.56                     | <b>\$2,685.20</b>                     | \$2,685.20                | <b>\$2,685.25</b>         |
| Deferred Comp.                                 | \$0.00                                | <b>\$1,890.00</b>                          | \$1,890.00                     | <b>\$1,890.00</b>                     | \$1,890.00                | <b>\$0.00</b>             |
| #125 Pre-tax Plan                              | \$5.76                                | <b>\$2,870.27</b>                          | \$2,870.27                     | <b>\$2,727.78</b>                     | \$2,727.78                | <b>(\$136.73)</b>         |
| Employee Life Insur.                           | \$0.72                                | <b>\$223.20</b>                            | \$223.20                       | <b>\$223.92</b>                       | \$223.92                  | <b>\$1.44</b>             |
| Employee INPRS                                 | \$0.00                                | <b>\$2,836.45</b>                          | \$2,836.45                     | <b>\$2,836.45</b>                     | \$2,836.45                | <b>\$0.00</b>             |
| Garnishments                                   | \$0.00                                | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$0.00</b>             |
| Credit Union                                   | \$0.00                                | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$0.00</b>             |
| EIC                                            | \$0.00                                | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$0.00</b>             |
| <b>TOTAL ALL FUNDS.....</b>                    | <b>\$2,613,589.40</b>                 | <b>\$360,861.29</b>                        | <b>\$360,861.29</b>            | <b>\$110,970.31</b>                   | <b>\$110,970.31</b>       | <b>\$2,363,698.42</b>     |

**Bank Balances**  
**Jasper County Public Library**  
**Report as of: 1/31/15**

| <b>Bank</b>              |                                    |                       |
|--------------------------|------------------------------------|-----------------------|
| 1                        | Alliance Bank                      | \$840,418.48          |
| 2                        | Demotte State Bank                 | \$11,831.02           |
| 4                        | PNC Bank                           | \$11,178.92           |
| 5                        | Cash On Hand                       | \$270.00              |
| 9                        | Fifth Third Bank CD#002-0668762355 | \$275,000.00          |
| 10                       | Fifth Third Bank CD#002-0668762363 | \$725,000.00          |
| 6                        | Fifth Third Bank CD#002-0668786509 | \$500,000.00          |
| <b>Total all banks =</b> |                                    | <b>\$2,363,698.42</b> |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

# Appropriation Report for 100 OPERATING FUND

## Jasper County Public Library

Report Date: From 1/1/15 To 1/31/15

| Account # Description               | Annual Appropriation  | Change to Appropriation | Current Appropriation | Disbursements This Month | Disbursements YTD   | Balance               | Percent    |
|-------------------------------------|-----------------------|-------------------------|-----------------------|--------------------------|---------------------|-----------------------|------------|
| <i>1. Personal Services</i>         |                       |                         |                       |                          |                     |                       |            |
| 1.11 SALARY OF LIBRARIAN            | \$65,582.00           | \$0.00                  | \$65,582.00           | \$5,385.47               | \$5,385.47          | \$60,196.53           | 8.2        |
| 1.12 SALARY OF ASSISTANTS           | \$1,082,897.00        | \$0.00                  | \$1,082,897.00        | \$88,329.32              | \$88,329.32         | \$994,567.68          | 8.2        |
| 1.13 WAGES OF JANITORS              | \$68,692.00           | \$0.00                  | \$68,692.00           | \$3,524.37               | \$3,524.37          | \$65,167.63           | 5.1        |
| 1.21 EMPLOYER'S SHARE-FICA          | \$93,114.00           | \$0.00                  | \$93,114.00           | \$7,250.75               | \$7,250.75          | \$85,863.25           | 7.8        |
| 1.22 UNEMPLOYMENT COMPENSATION      | \$3,544.00            | \$0.00                  | \$3,544.00            | \$349.67                 | \$349.67            | \$3,194.33            | 9.9        |
| 1.23 EMPLOYER'S CONTRIB.- PERF      | \$108,799.00          | \$0.00                  | \$108,799.00          | \$8,360.84               | \$8,360.84          | \$100,438.16          | 7.7        |
| 1.24 EMPLOYER'S CONTRIB.- INS.      | \$132,389.00          | \$0.00                  | \$132,389.00          | \$12,182.04              | \$12,182.04         | \$120,206.96          | 9.2        |
| <b>Subtotal</b>                     | <b>\$1,555,017.00</b> |                         | <b>\$1,555,017.00</b> | <b>\$125,382.46</b>      | <b>\$125,382.46</b> | <b>\$1,429,634.54</b> | <b>8.1</b> |
| <i>2. Supplies</i>                  |                       |                         |                       |                          |                     |                       |            |
| 2.11 OFFICIAL RECORDS               | \$600.00              | \$0.00                  | \$600.00              | \$0.00                   | \$0.00              | \$600.00              | 0.0        |
| 2.12 STATIONERY AND PRINTING        | \$550.00              | \$0.00                  | \$550.00              | \$0.00                   | \$0.00              | \$550.00              | 0.0        |
| 2.13 OTHER OFFICE SUPPLIES          | \$7,500.00            | \$0.00                  | \$7,500.00            | \$26.70                  | \$26.70             | \$7,473.30            | 0.4        |
| 2.21 CLEANING & SANITATION SUPPLIES | \$6,000.00            | \$0.00                  | \$6,000.00            | \$18.48                  | \$18.48             | \$5,981.52            | 0.3        |
| 2.23 OTHER OPERATING SUPPLIES       | \$7,000.00            | \$0.00                  | \$7,000.00            | \$85.11                  | \$85.11             | \$6,914.89            | 1.2        |
| 2.31 BUILDING MATERIALS & SUPPLIES  | \$1,000.00            | \$0.00                  | \$1,000.00            | \$0.00                   | \$0.00              | \$1,000.00            | 0.0        |
| 2.32 PAINT AND PAINTING SUPPLIES    | \$200.00              | \$0.00                  | \$200.00              | \$0.00                   | \$0.00              | \$200.00              | 0.0        |
| 2.33 REPAIR PARTS                   | \$2,000.00            | \$0.00                  | \$2,000.00            | \$242.75                 | \$242.75            | \$1,757.25            | 12.1       |
| 2.41 LIBRARY SUPPLIES               | \$14,900.00           | \$0.00                  | \$14,900.00           | \$47.88                  | \$47.88             | \$14,852.12           | 0.3        |

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| <i>Account # Description</i>         | <i>Annual<br/>Appropriation</i> | <i>Change to<br/>Appropriation</i> | <i>Current<br/>Appropriation</i> | <i>Disbursements<br/>This Month</i> | <i>Disbursements<br/>YTD</i> | <i>Balance</i>     | <i>Percent</i> |
|--------------------------------------|---------------------------------|------------------------------------|----------------------------------|-------------------------------------|------------------------------|--------------------|----------------|
| 2.42 MARKETING SUPPLIES              | \$50.00                         | \$0.00                             | \$50.00                          | \$0.00                              | \$0.00                       | \$50.00            | 0.0            |
| <b>Subtotal</b>                      | <b>\$39,800.00</b>              |                                    | <b>\$39,800.00</b>               | <b>\$420.92</b>                     | <b>\$420.92</b>              | <b>\$39,379.08</b> | <b>1.1</b>     |
| <i>3. Other Services and Charges</i> |                                 |                                    |                                  |                                     |                              |                    |                |
| 3.13 LEGAL SERVICES                  | \$5,000.00                      | \$0.00                             | \$5,000.00                       | \$0.00                              | \$0.00                       | \$5,000.00         | 0.0            |
| 3.14 OTHER PROFESSIONAL SERVICES     | \$6,500.00                      | \$0.00                             | \$6,500.00                       | \$505.00                            | \$505.00                     | \$5,995.00         | 7.8            |
| 3.145 DATABASES & LICENSING SERVICES | \$26,620.00                     | \$0.00                             | \$26,620.00                      | \$4,246.25                          | \$4,246.25                   | \$22,373.75        | 16.0           |
| 3.146 E-BOOKS SERVICES               | \$18,700.00                     | \$0.00                             | \$18,700.00                      | \$0.00                              | \$0.00                       | \$18,700.00        | 0.0            |
| 3.21 TELEPHONE                       | \$4,200.00                      | \$0.00                             | \$4,200.00                       | \$193.31                            | \$193.31                     | \$4,006.69         | 4.6            |
| 3.22 POSTAGE                         | \$3,000.00                      | \$0.00                             | \$3,000.00                       | \$183.40                            | \$183.40                     | \$2,816.60         | 6.1            |
| 3.23 MILEAGE                         | \$20,000.00                     | \$0.00                             | \$20,000.00                      | \$780.07                            | \$780.07                     | \$19,219.93        | 3.9            |
| 3.24 PROFESSIONAL MEETINGS           | \$8,000.00                      | \$0.00                             | \$8,000.00                       | \$170.29                            | \$170.29                     | \$7,829.71         | 2.1            |
| 3.25 FREIGHT                         | \$2,000.00                      | \$0.00                             | \$2,000.00                       | \$20.36                             | \$20.36                      | \$1,979.64         | 1.0            |
| 3.26 NETWORKING                      | \$64,860.00                     | \$0.00                             | \$64,860.00                      | \$1,461.00                          | \$1,461.00                   | \$63,399.00        | 2.3            |
| 3.31 ADVERTISING & PUBLIC NOTICES    | \$800.00                        | \$0.00                             | \$800.00                         | \$116.75                            | \$116.75                     | \$683.25           | 14.6           |
| 3.33 MARKETING ADVERTISING           | \$1,800.00                      | \$0.00                             | \$1,800.00                       | \$0.00                              | \$0.00                       | \$1,800.00         | 0.0            |
| 3.41 OFFICIAL BONDS                  | \$250.00                        | \$0.00                             | \$250.00                         | \$0.00                              | \$0.00                       | \$250.00           | 0.0            |
| 3.42 OTHER INSURANCE                 | \$29,500.00                     | \$0.00                             | \$29,500.00                      | \$2,660.90                          | \$2,660.90                   | \$26,839.10        | 9.0            |
| 3.51 GAS                             | \$45,000.00                     | \$0.00                             | \$45,000.00                      | \$2,731.52                          | \$2,731.52                   | \$42,268.48        | 6.1            |
| 3.52 ELECTRICITY                     | \$100,000.00                    | \$0.00                             | \$100,000.00                     | \$6,245.39                          | \$6,245.39                   | \$93,754.61        | 6.2            |
| 3.53 WATER                           | \$4,000.00                      | \$0.00                             | \$4,000.00                       | \$288.30                            | \$288.30                     | \$3,711.70         | 7.2            |
| 3.54 WASTE DISPOSAL SERVICES         | \$6,500.00                      | \$0.00                             | \$6,500.00                       | \$520.07                            | \$520.07                     | \$5,979.93         | 8.0            |
| 3.61 BUILDING & STRUCTURES           | \$55,920.00                     | \$0.00                             | \$55,920.00                      | \$885.00                            | \$885.00                     | \$55,035.00        | 1.6            |
| 3.62 EQUIPMENT REPAIRS               | \$1,000.00                      | \$0.00                             | \$1,000.00                       | \$0.00                              | \$0.00                       | \$1,000.00         | 0.0            |
| 3.72 EQUIPMENT RENTALS               | \$300.00                        | \$0.00                             | \$300.00                         | \$64.95                             | \$64.95                      | \$235.05           | 21.7           |
| 3.91 DUES                            | \$1,875.00                      | \$0.00                             | \$1,875.00                       | \$233.00                            | \$233.00                     | \$1,642.00         | 12.4           |



| <i>Account # Description</i>          | <i>Annual<br/>Appropriation</i> | <i>Change to<br/>Appropriation</i> | <i>Current<br/>Appropriation</i> | <i>Disbursements<br/>This Month</i> | <i>Disbursements<br/>YTD</i> | <i>Balance</i>        | <i>Percent</i> |
|---------------------------------------|---------------------------------|------------------------------------|----------------------------------|-------------------------------------|------------------------------|-----------------------|----------------|
| 3.93 TAXES & ASSESSMENTS              | \$250.00                        | \$0.00                             | \$250.00                         | \$0.00                              | \$0.00                       | \$250.00              | 0.0            |
| 3.94 TRANSFER TO LIRF                 | \$100,000.00                    | \$0.00                             | \$100,000.00                     | \$0.00                              | \$0.00                       | \$100,000.00          | 0.0            |
| 3.95 BOOK REIMBURSEMENT               | \$100.00                        | \$0.00                             | \$100.00                         | \$0.00                              | \$0.00                       | \$100.00              | 0.0            |
| 3.96 PETTY CASH                       | \$120.00                        | \$0.00                             | \$120.00                         | \$0.00                              | \$0.00                       | \$120.00              | 0.0            |
| 3.98 MAINTENANCE/SERVICE<br>CONTRACTS | \$112,057.00                    | \$0.00                             | \$112,057.00                     | \$16,008.12                         | \$16,008.12                  | \$96,048.88           | 14.3           |
| <b>Subtotal</b>                       | <b>\$618,352.00</b>             |                                    | <b>\$618,352.00</b>              | <b>\$37,313.68</b>                  | <b>\$37,313.68</b>           | <b>\$581,038.32</b>   | <b>6.0</b>     |
| <i>4. Capital Outlays</i>             |                                 |                                    |                                  |                                     |                              |                       |                |
| 4.4 FURNITURE & EQUIPMENT             | \$51,648.00                     | \$0.00                             | \$51,648.00                      | \$0.00                              | \$0.00                       | \$51,648.00           | 0.0            |
| 4.51 BOOKS                            | \$160,300.00                    | \$0.00                             | \$160,300.00                     | \$2,138.43                          | \$2,138.43                   | \$158,161.57          | 1.3            |
| 4.52 PERIODICALS &<br>NEWSPAPERS      | \$25,000.00                     | \$0.00                             | \$25,000.00                      | \$833.71                            | \$833.71                     | \$24,166.29           | 3.3            |
| 4.53 NONPRINTED MATERIALS             | \$58,000.00                     | \$0.00                             | \$58,000.00                      | \$435.26                            | \$435.26                     | \$57,564.74           | 0.8            |
| <b>Subtotal</b>                       | <b>\$294,948.00</b>             |                                    | <b>\$294,948.00</b>              | <b>\$3,407.40</b>                   | <b>\$3,407.40</b>            | <b>\$291,540.60</b>   | <b>1.2</b>     |
| <b>Grand Total</b>                    | <b>\$2,508,117.00</b>           | <b>\$0.00</b>                      | <b>\$2,508,117.00</b>            | <b>\$166,524.46</b>                 | <b>\$166,524.46</b>          | <b>\$2,341,592.54</b> | <b>6.6</b>     |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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# *Appropriation Report for*      101 PUBLIC LIBR. ACCESS CAR

## *Jasper County Public Library*

*Report Date: From*      1/1/15 *To*      1/31/15

| <i>Account # Description</i> | <i>Annual Appropriation</i> | <i>Change to Appropriation</i> | <i>Current Appropriation</i> | <i>Disbursements This Month</i> | <i>Disbursements YTD</i> | <i>Balance</i>   | <i>Percent</i> |
|------------------------------|-----------------------------|--------------------------------|------------------------------|---------------------------------|--------------------------|------------------|----------------|
| <i>2. Supplies</i>           |                             |                                |                              |                                 |                          |                  |                |
| 2.41 LIBRARY SUPPLIES        | \$0.00                      | \$0.00                         | \$0.00                       | \$50.00                         | \$50.00                  | (\$50.00)        | 0.0            |
| <b>Subtotal</b>              | <b>\$0.00</b>               |                                | <b>\$0.00</b>                | <b>\$50.00</b>                  | <b>\$50.00</b>           | <b>(\$50.00)</b> | <b>0.0</b>     |
| <b>Grand Total</b>           | <b>\$0.00</b>               | <b>\$0.00</b>                  | <b>\$0.00</b>                | <b>\$50.00</b>                  | <b>\$50.00</b>           | <b>(\$50.00)</b> | <b>0.0</b>     |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

# Appropriation Report for 120.03 RENS/DEM & WHTFLD BIRF

## Jasper County Public Library

Report Date: From 1/1/15 To 1/31/15

| Account # Description                | Annual Appropriation | Change to Appropriation | Current Appropriation | Disbursements This Month | Disbursements YTD   | Balance             | Percent     |
|--------------------------------------|----------------------|-------------------------|-----------------------|--------------------------|---------------------|---------------------|-------------|
| <i>3. Other Services and Charges</i> |                      |                         |                       |                          |                     |                     |             |
| 3.14 OTHER PROFESSIONAL SERVICES     | \$630.00             | \$0.00                  | \$630.00              | \$0.00                   | \$0.00              | \$630.00            | 0.0         |
| 3.81 PAYMENT OF BONDS                | \$285,000.00         | \$0.00                  | \$285,000.00          | \$140,000.00             | \$140,000.00        | \$145,000.00        | 49.1        |
| 3.82 INTEREST-BONDS                  | \$41,378.00          | \$0.00                  | \$41,378.00           | \$22,106.25              | \$22,106.25         | \$19,271.75         | 53.4        |
| <b>Subtotal</b>                      | <b>\$327,008.00</b>  |                         | <b>\$327,008.00</b>   | <b>\$162,106.25</b>      | <b>\$162,106.25</b> | <b>\$164,901.75</b> | <b>49.6</b> |
| <b>Grand Total</b>                   | <b>\$327,008.00</b>  | <b>\$0.00</b>           | <b>\$327,008.00</b>   | <b>\$162,106.25</b>      | <b>\$162,106.25</b> | <b>\$164,901.75</b> | <b>49.6</b> |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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# ***Appropriation Report for***      **165 SALES TAX**

## ***Jasper County Public Library***

***Report Date: From***      **1/1/15** ***To***      **1/31/15**

| <b><i>Account # Description</i></b>         | <b><i>Annual Appropriation</i></b> | <b><i>Change to Appropriation</i></b> | <b><i>Current Appropriation</i></b> | <b><i>Disbursements This Month</i></b> | <b><i>Disbursements YTD</i></b> | <b><i>Balance</i></b> | <b><i>Percent</i></b> |
|---------------------------------------------|------------------------------------|---------------------------------------|-------------------------------------|----------------------------------------|---------------------------------|-----------------------|-----------------------|
| <b><i>3. Other Services and Charges</i></b> |                                    |                                       |                                     |                                        |                                 |                       |                       |
| 3.93 TAXES & ASSESSMENTS                    | \$0.00                             | \$0.00                                | \$0.00                              | \$128.00                               | \$128.00                        | (\$128.00)            | 0.0                   |
| <b>Subtotal</b>                             | <b>\$0.00</b>                      |                                       | <b>\$0.00</b>                       | <b>\$128.00</b>                        | <b>\$128.00</b>                 | <b>(\$128.00)</b>     | <b>0.0</b>            |
| <b>Grand Total</b>                          | <b>\$0.00</b>                      | <b>\$0.00</b>                         | <b>\$0.00</b>                       | <b>\$128.00</b>                        | <b>\$128.00</b>                 | <b>(\$128.00)</b>     | <b>0.0</b>            |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

# ***Appropriation Report for*** 196 INSURANCE SETTLEMENT F

## ***Jasper County Public Library***

***Report Date: From 1/1/15 To 1/31/15***

| <b><i>Account # Description</i></b> | <b><i>Annual Appropriation</i></b> | <b><i>Change to Appropriation</i></b> | <b><i>Current Appropriation</i></b> | <b><i>Disbursements This Month</i></b> | <b><i>Disbursements YTD</i></b> | <b><i>Balance</i></b> | <b><i>Percent</i></b> |
|-------------------------------------|------------------------------------|---------------------------------------|-------------------------------------|----------------------------------------|---------------------------------|-----------------------|-----------------------|
| <b><i>4. Capital Outlays</i></b>    |                                    |                                       |                                     |                                        |                                 |                       |                       |
| 4.4 FURNITURE & EQUIPMENT           | \$0.00                             | \$0.00                                | \$0.00                              | \$3,438.36                             | \$3,438.36                      | (\$3,438.36)          | 0.0                   |
| Subtotal                            | \$0.00                             |                                       | \$0.00                              | \$3,438.36                             | \$3,438.36                      | (\$3,438.36)          | 0.0                   |
| Grand Total                         | \$0.00                             | \$0.00                                | \$0.00                              | \$3,438.36                             | \$3,438.36                      | (\$3,438.36)          | 0.0                   |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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**Voucher List**  
**Jasper County Public Library**

**Report Date: From 1/1/15 To 1/31/15**

| <b>Warrant<br/>Number</b> | <b>Claim<br/>Number</b> | <b>Name of Claimant</b>   | <b>Date</b> | <b>Explanation</b>                                                                                                         | <b>Total</b> |
|---------------------------|-------------------------|---------------------------|-------------|----------------------------------------------------------------------------------------------------------------------------|--------------|
| 33590                     | 1                       | BANK OF NEW YORK MELLON   | 1/5/15      | 2004 Bond Payment TAS/IMMS# 310888, Loan Acct# JASLIBGOB04                                                                 | \$162,106.25 |
| 33591                     | 2                       | AARON'S LAWN CARE         | 1/12/15     | Wh: install snow fence                                                                                                     | \$140.00     |
| 33592                     | 3                       | ACE HARDWARE              | 1/12/15     | Nuts/bolts/nails to fasten shelving to wall                                                                                | \$12.00      |
| 33593                     | 4                       | ANTHEM BLUE CROSS BLUE    | 1/12/15     | January Cobra premiums for D. Kooy & B. Thompson                                                                           | \$2,331.47   |
| 33594                     | 5                       | ANTHEM BLUE CROSS BLUE    | 1/12/15     | Health Insurance premiums- January                                                                                         | \$11,598.08  |
| 33595                     | 6                       | ANTHEM LIFE               | 1/12/15     | Life Insurance premiums- January                                                                                           | \$89.82      |
| 33596                     | 7                       | AVC TECHNOLOGY CORPORA    | 1/12/15     | 2015 Annual Financial Computer Support                                                                                     | \$1,536.00   |
| 33597                     | 8                       | BAKER & TAYLOR            | 1/12/15     | Books, Continuations, AV, Auto. Yours                                                                                      | \$2,056.40   |
| 33599                     | 9                       | BUSINESS CARD             | 1/12/15     | AVC Meeting expenses, vacuum parts, stamp, storage boxes, Summer Reading workshop expenses, Flickr subscription, CDs, DVDs | \$549.79     |
| 33600                     | 10                      | CONSOLIDATED INSURANCE    | 1/12/15     | Directors & Officers Liability Annual Premium- 2015                                                                        | \$2,660.90   |
| 33601                     | 11                      | CULLIGAN WATER CONDITIO   | 1/12/15     | Wh: Water Cooler Rental- January 2015                                                                                      | \$9.95       |
| 33602                     | 12                      | DELTA DENTAL              | 1/12/15     | Dental Insurance premiums- January 2015, January 2015 Cobra premiums for D. Kooy                                           | \$506.79     |
| 33603                     | 13                      | DEMCO                     | 1/12/15     | Furniture (flood replacement)                                                                                              | \$3,273.00   |
| 33604                     | 14                      | DEMOTTE CHAMBER OF COM    | 1/12/15     | 2015 Membership Dues                                                                                                       | \$60.00      |
| 33605                     | 15                      | DEPARTMENT OF HOMELAND    | 1/12/15     | Elevator Inspection                                                                                                        | \$120.00     |
| 33606                     | 16                      | DONNA BARKO               | 1/12/15     | Mileage 12/2/14-1/2/15: Deposits, Post Office, new employee orientation                                                    | \$33.03      |
| 33607                     | 17                      | ENA SERVICES LLC          | 1/12/15     | Internet service for December 2014                                                                                         | \$1,461.00   |
| 33608                     | 18                      | GOVCONNECTION, INC.       | 1/12/15     | Office Standard 2013 licenses, Office Pro Plus 2013 licenses                                                               | \$2,686.25   |
| 33609                     | 19                      | LAFAYETTE BANK AND TRUS   | 1/12/15     | Lockbox Rental, 2015                                                                                                       | \$55.00      |
| 33598                     | 20                      | BRIAN ORBAN               | 1/12/15     | Wh: Winterize irrigation system, repair 2 sprinkler heads                                                                  | \$495.00     |
| 33610                     | 21                      | LEARNINGEXPRESS, LLC      | 1/12/15     | Learn-A-Test online database Subscription, 1/15/15-1/14/16                                                                 | \$1,560.00   |
| 33611                     | 22                      | LINDA POORTENGA           | 1/12/15     | Mileage 12/6-12/19/14: Deposit, B2B meeting                                                                                | \$53.42      |
| 33612                     | 23                      | MELISSA SMITH             | 1/12/15     | Mileage 12/18/14: cover for Staff Christmas party                                                                          | \$24.64      |
| 33613                     | 24                      | MIDWEST TAPE              | 1/12/15     | Audiobook                                                                                                                  | \$19.99      |
| 33614                     | 25                      | MOVIE LICENSING USA       | 1/12/15     | Site Licenses for Movie Copyright Compliance, 2/1/15-1/31/16 - Wh & Ren Libraries (Lic #186929001)                         | \$505.00     |
| 33615                     | 26                      | PDR DISTRIBUTION, LLC     | 1/12/15     | Continuations                                                                                                              | \$179.85     |
| 33616                     | 27                      | POST TRIBUNE              | 1/12/15     | Rens: Newspaper subscription 2/13/15-2/12/16 Acct# 1096580                                                                 | \$117.00     |
| 33617                     | 28                      | RENSSELAER CHAMBER OF C   | 1/12/15     | 2015 Membership Dues                                                                                                       | \$55.00      |
| 33618                     | 29                      | RENSSELAER ROTARY CLUB    | 1/12/15     | September-December 2014 dues & meals                                                                                       | \$204.00     |
| 33619                     | 30                      | REPUBLIC SERVICES #715    | 1/12/15     | Wh: Trash Service- January 2015                                                                                            | \$64.95      |
| 33620                     | 31                      | ROEING CORPORATION        | 1/12/15     | Tech Maintenance Support - 1st Installment 2015; HP Maintenance Kit                                                        | \$7,735.00   |
| 33621                     | 32                      | SMITH FARM STORE          | 1/12/15     | Washtub repair parts                                                                                                       | \$7.75       |
| 33622                     | 33                      | THE LIBRARY CORPORATION   | 1/12/15     | Enhanced Content Renewal: Mar 2015-Feb 2016; SIP Communications Protocol: Mar 2015-Feb 2016                                | \$6,328.00   |
| 33623                     | 34                      | VISION SERVICE PLAN- (IN) | 1/12/15     | Vision Insurance Premiums- January 2015                                                                                    | \$202.81     |
| 33624                     | 35                      | WASTE MANAGEMENT          | 1/12/15     | DeM: Trash Pick-up, January 2015                                                                                           | \$87.98      |
| 0                         | 36                      | PAYROLL                   | 1/9/15      | PAYROLL                                                                                                                    | \$49,471.98  |
| 0                         | 37                      | BILL HROMADA              | 1/9/15      | Courier Mileage, 12/16/14-12/31/14 (Conf #200)                                                                             | \$312.48     |
| 0                         | 38                      | GREAT-WEST RETIREMENT S   | 1/9/15      | Annuity Withheld 1/09/15 payroll (Conf. #201)                                                                              | \$945.00     |
| 0                         | 39                      | INDIANA DEPARTMENT OF RE  | 1/9/15      | EFT-State & County Taxes w/held December 2014 Payrolls (Ref #84830)                                                        | \$5,662.54   |
| 0                         | 40                      | INPRS fbo PERF            | 1/9/15      | 1/09/14 Payroll Contributions                                                                                              | \$5,648.65   |



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| <i>Warrant<br/>Number</i> | <i>Claim<br/>Number</i> | <i>Name of Claimant</i>   | <i>Date</i> | <i>Explanation</i>                                                         | <i>Total</i> |
|---------------------------|-------------------------|---------------------------|-------------|----------------------------------------------------------------------------|--------------|
| 0                         | 41                      | IRS USA TAXPAYMENT        | 1/9/15      | EFT-FICA & Federal Taxes w/held 1/09/15 (Ref #11104767)                    | \$11,418.96  |
| 0                         | 42                      | TOWN OF DEMOTTE           | 1/9/15      | DeM: Sewer- November 2014 (conf#198)                                       | \$242.04     |
| 0                         | 43                      | TOWN OF WHEATFIELD        | 1/9/15      | Wh: Sewer- January 2015 (conf#199)                                         | \$56.65      |
| 0                         | 44                      | ALLIANCE BANK             | 1/12/15     | Direct Deposit Fees December 2014                                          | \$36.30      |
| 33625                     | 45                      | ANDERSON PUBLIC LIBRARY   | 1/12/15     | ILL item that patron did not return.                                       | \$10.99      |
| 33626                     | 46                      | CENTURYLINK               | 1/12/15     | Rens: Local phone & fax service- January 2015                              | \$123.96     |
| 33627                     | 47                      | CENTURYLINK               | 1/12/15     | Long distance phone service- December 2014                                 | \$14.86      |
| 33628                     | 48                      | DEBORAH KRISTOFF          | 1/12/15     | Friends Christmas decorating expenses                                      | \$14.00      |
| 33629                     | 49                      | HP PRODUCTS               | 1/12/15     | Mop heads                                                                  | \$18.48      |
| 33630                     | 50                      | INDIANA DEPT. OF WORKFOR  | 1/12/15     | 4th Quarter 2014 Unemployment Compensation Pymt                            | \$349.67     |
| 33631                     | 51                      | INDIANA STATE LIBRARY     | 1/12/15     | PLAC Sales, 4th Qtr 2014 (#068154)                                         | \$50.00      |
| 33632                     | 52                      | JANICE WILMA              | 1/12/15     | Santa Visit expenses                                                       | \$35.00      |
| 33633                     | 53                      | KANKAKEE VALLEY PUBLISHI  | 1/12/15     | Advertisement for open position                                            | \$116.75     |
| 33634                     | 54                      | KIM DELGER                | 1/12/15     | Friends Luncheon expenses                                                  | \$23.99      |
| 33635                     | 55                      | KONE, INC.                | 1/12/15     | DeM: Elevator maintenance agreement 1/1-3/31/15                            | \$405.18     |
| 33639                     | 56                      | THE LOCK DOCTOR           | 1/12/15     | DeM: Pick open and fit key to outside storage room                         | \$130.00     |
| 33636                     | 57                      | MIDDLEBURY COMMUNITY PU   | 1/12/15     | NICCL Dues for 2015                                                        | \$50.00      |
| 33637                     | 58                      | NIPSCO                    | 1/12/15     | Wh: Gas & electric service 12/1-12/30/14                                   | \$2,192.98   |
| 33638                     | 59                      | POSTMASTER                | 1/12/15     | Postage                                                                    | \$183.40     |
| 0                         | 60                      | SAGE PAYMENT SOLUTIONS    | 1/12/15     | Merchant Processing Fees- December 2014 (automatic withdrawal on 1/5/15)   | \$43.44      |
| 33640                     | 61                      | ULINE                     | 1/12/15     | 4x6' mat                                                                   | \$165.36     |
| 33641                     | 62                      | UNIQUE MANAGEMENT SERVI   | 1/12/15     | Collections: Initial/Secondary Placements- December 2014                   | \$134.25     |
| 33642                     | 63                      | USA TODAY                 | 1/12/15     | DeM: Newspaper subscription 2/1/15-1/31/16 Acct# 4179744                   | \$293.68     |
| 0                         | 64                      | PAYROLL                   | 1/23/15     | PAYROLL                                                                    | \$47,767.18  |
| 0                         | 65                      | AFLAC                     | 1/23/15     | Supplemental Insurance January 2015 (Conf. #207)                           | \$546.54     |
| 0                         | 66                      | BILL HROMADA              | 1/23/15     | Courier Mileage, 1/2/15-1/15/15 (Conf #209)                                | \$356.50     |
| 0                         | 67                      | CENTURYLINK               | 1/23/15     | WH: Local Phone Service January 2015 (Conf #203)                           | \$39.88      |
| 0                         | 68                      | CENTURYLINK               | 1/23/15     | WH: Fax Service January 2015 (Conf. # 204)                                 | \$14.61      |
| 0                         | 69                      | CITY OF RENSSELAER        | 1/23/15     | RENS: Utilities 12/09/14 - 1/8/15 (Conf. #208)                             | \$3,021.53   |
| 0                         | 70                      | COMMUNITY MEDIA GROUP, I  | 1/23/15     | Rensselaer Republican Subscription, 2/6/15-2/5/16 (Conf. #206)             | \$135.00     |
| 0                         | 71                      | GREAT-WEST RETIREMENT S   | 1/23/15     | Annuity Withheld 1/23/15 payroll (Conf. #210)                              | \$945.00     |
| 0                         | 72                      | INPRS fbo PERF            | 1/23/15     | 1/23/14 Payroll Contributions                                              | \$5,548.64   |
| 0                         | 73                      | IRS USA TAXPAYMENT        | 1/23/15     | EFT-FICA & Federal Taxes w/held 1/23/15 (Ref #52108844)                    | \$10,874.52  |
| 0                         | 74                      | INDIANA NEWSPAPERS INC. # | 1/23/15     | Rens: Journal & Courier newspaper subscription (2/1/15-1/31/16) Conf. #205 | \$288.03     |
| 0                         | 75                      | NIPSCO                    | 1/23/15     | DeM: Gas & Electric Service 12/04/14 - 01/07/15 (Conf. #202)               | \$4,119.15   |
| 0                         | 76                      | INDIANA DEPT OF REVENUE   | 1/23/15     | Sales Tax collected in 2014 less discount.                                 | \$128.00     |

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| Warrant<br>Number      | Claim<br>Number | Name of Claimant | Date | Explanation | Total        |
|------------------------|-----------------|------------------|------|-------------|--------------|
| Total Amount of Claims |                 |                  |      |             | \$360,861.29 |

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, February 03, 2015

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$360,861.29

Date this 9th day of February, 2015.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

**JASPER COUNTY PUBLIC LIBRARY**  
**Receipt Breakdown**  
**January 31, 2015**

|                                                   | <u>THIS MONTH</u> | <u>YEAR-TO-DATE</u> | <u>TOTAL RECEIPTS<br/>THIS MONTH</u> | <u>TOTAL RECEIPTS<br/>YEAR-TO-DATE</u> |
|---------------------------------------------------|-------------------|---------------------|--------------------------------------|----------------------------------------|
| <b>FINES &amp; FEES:</b>                          |                   |                     | \$3,480.24                           | \$3,480.24                             |
| DeMotte                                           | \$1,191.35        | \$1,191.35          |                                      |                                        |
| Rensselaer                                        | \$1,400.79        | \$1,400.79          |                                      |                                        |
| Wheatfield                                        | \$888.10          | \$888.10            |                                      |                                        |
| <b>PHOTOCOPIES:</b>                               |                   |                     | \$805.80                             | \$805.80                               |
| DeMotte                                           | \$320.35          | \$320.35            |                                      |                                        |
| Rensselaer                                        | \$341.65          | \$341.65            |                                      |                                        |
| Wheatfield                                        | \$143.80          | \$143.80            |                                      |                                        |
| <b>INTEREST (Checking, Repurchase, CDs):.....</b> |                   |                     | \$59.33                              | \$59.33                                |
| <b>TAXES:</b>                                     |                   |                     | \$57,709.66                          | \$57,709.66                            |
| Property Tax                                      | \$0.00            | \$0.00              |                                      |                                        |
| LOIT                                              | \$0.00            | \$0.00              |                                      |                                        |
| License Excise Tax                                | \$0.00            | \$0.00              |                                      |                                        |
| Financial Institution Tax                         | \$0.00            | \$0.00              |                                      |                                        |
| CVET(Commercial Vehicle Excise)                   | \$0.00            | \$0.00              |                                      |                                        |
| Local Option/Certified Shares                     | \$47,192.33       | \$47,192.33         |                                      |                                        |
| Local Option/Property Tax Repl.                   | \$10,517.33       | \$10,517.33         |                                      |                                        |
| <b>TAXABLE SALES:-.....</b>                       |                   |                     | \$1.03                               | \$1.03                                 |
| <b>REFUNDS:</b>                                   |                   |                     | \$1,611.31                           | \$1,611.31                             |
| Rebates/Refund                                    | \$0.00            | \$0.00              |                                      |                                        |
| Insurance Claims/Reimbursements                   | \$1,441.31        | \$1,441.31          |                                      |                                        |
| Meeting Room Rental                               | \$100.00          | \$100.00            |                                      |                                        |
| Reimbursement                                     | \$70.00           | \$70.00             |                                      |                                        |
| Fixed Asset Sales                                 | \$0.00            | \$0.00              |                                      |                                        |
| Miscellaneous Receipts                            | \$0.00            | \$0.00              |                                      |                                        |
| Interfund Transfer                                | \$0.00            | \$0.00              |                                      |                                        |
| <b>TOTAL OPERATING FUND RECEIPTS.....</b>         |                   |                     | \$63,667.37                          | \$63,667.37                            |
| <b>PLAC FUND:.....</b>                            |                   |                     | \$0.00                               | \$0.00                                 |
| <b>GIFT FUNDS:</b>                                |                   |                     | \$1,308.85                           | \$1,308.85                             |
| DeMotte                                           | \$500.00          | \$500.00            |                                      |                                        |
| Rensselaer                                        | \$240.00          | \$240.00            |                                      |                                        |
| Wheatfield                                        | \$568.85          | \$568.85            |                                      |                                        |
| <b>LIB. IMPROV. RESERVE FUND: .....</b>           |                   |                     | \$16.41                              | \$16.41                                |
| Interest Earned                                   | \$16.41           | \$16.41             |                                      |                                        |
| Transfer from OPERATING                           | \$0.00            | \$0.00              |                                      |                                        |
| <b>BOND &amp; INTEREST REDEMPTION FUND:</b>       |                   |                     | \$0.00                               | \$0.00                                 |
| Property Tax                                      | \$0.00            | \$0.00              |                                      |                                        |
| License Excise Tax                                | \$0.00            | \$0.00              |                                      |                                        |
| Financial Institution Tax                         | \$0.00            | \$0.00              |                                      |                                        |
| CVET(Commercial Vehicle Excise)                   | \$0.00            | \$0.00              |                                      |                                        |
| Interfund Transfer                                | \$0.00            | \$0.00              |                                      |                                        |
| <b>RAINY DAY FUND:</b>                            |                   |                     | \$0.00                               | \$0.00                                 |
| Special CAGIT Distribution                        | \$0.00            | \$0.00              |                                      |                                        |
| Interest Earned                                   | \$0.00            | \$0.00              |                                      |                                        |
| <b>STATE TECHNOLOGY FUND GRANT FUND:-.....</b>    |                   |                     | \$9,733.00                           | \$9,733.00                             |
| <b>CAPITAL PROJECTS FUND:</b>                     |                   |                     | \$3.66                               | \$3.66                                 |
| Interest Earned                                   | \$3.66            | \$3.66              |                                      |                                        |
| Property Tax                                      | \$0.00            | \$0.00              |                                      |                                        |
| License Excise Tax                                | \$0.00            | \$0.00              |                                      |                                        |
| Financial Institution Tax                         | \$0.00            | \$0.00              |                                      |                                        |
| CVET(Commercial Vehicle Excise)                   | \$0.00            | \$0.00              |                                      |                                        |
| Interfund Transfer                                | \$0.00            | \$0.00              |                                      |                                        |
| <b>HOST/HOSPITALITY FUND:-.....</b>               |                   |                     | \$0.00                               | \$0.00                                 |
| <b>LEVY EXCESS FUND:-.....</b>                    |                   |                     | \$0.00                               | \$0.00                                 |
| <b>SALES TAX:-.....</b>                           |                   |                     | \$7.07                               | \$7.07                                 |
| <b>CASH CHANGE FUND</b>                           |                   |                     | \$0.00                               | \$0.00                                 |
| <b>INSURANCE REFUND FUND:</b>                     |                   |                     | \$0.00                               | \$0.00                                 |
| Interfund Transfer                                | \$0.00            | \$0.00              |                                      |                                        |
| <b>INSURANCE SETTLEMENT FUND</b>                  |                   |                     | \$7,465.94                           | \$7,465.94                             |
| <b>SUB-TOTAL (page 1) .....</b>                   |                   |                     | \$82,202.30                          | \$82,202.30                            |

FSb

**WITHHOLDING ACCOUNT FUNDS:**

|                                        |            |            |                     |                     |
|----------------------------------------|------------|------------|---------------------|---------------------|
|                                        |            |            | \$28,768.01         | \$28,768.01         |
| FIT Tax Collected                      | \$7,791.97 | \$7,791.97 |                     |                     |
| FICA Collected                         | \$7,250.76 | \$7,250.76 |                     |                     |
| State Tax Collected                    | \$3,361.93 | \$3,361.93 |                     |                     |
| County Tax Collected                   | \$2,685.20 | \$2,685.20 |                     |                     |
| Deferred Comp Plan                     | \$1,890.00 | \$1,890.00 |                     |                     |
| Pre-tax Insurance Plans                | \$2,727.78 | \$2,727.78 |                     |                     |
| Life Insurance                         | \$223.92   | \$223.92   |                     |                     |
| INPRS                                  | \$2,836.45 | \$2,836.45 |                     |                     |
| Garnishments                           | \$0.00     | \$0.00     |                     |                     |
| Credit Union                           | \$0.00     | \$0.00     |                     |                     |
| <b>TOTAL RECEIPTS - ALL FUNDS.....</b> |            |            | <b>\$110,970.31</b> | <b>\$110,970.31</b> |

# Voucher List

## Jasper County Public Library

Report Date: From 2/1/15 To 2/9/15

| Warrant Number | Claim Number | Name of Claimant          | Date   | Explanation                                                                                                                                                                                                                                                                                                                                     | Total       |
|----------------|--------------|---------------------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 33643          | 77           | 4-COUNTY SUPPLY           | 2/9/15 | Urinal repair parts                                                                                                                                                                                                                                                                                                                             | \$7.38      |
| 33644          | 78           | AARON'S LAWN CARE         | 2/9/15 | DeM & Wh: Snow removal                                                                                                                                                                                                                                                                                                                          | \$960.00    |
| 33645          | 79           | ACE HARDWARE              | 2/9/15 | Children's program supplies, cleaning supplies, keys, snow shovel                                                                                                                                                                                                                                                                               | \$55.42     |
| 33646          | 80           | AFFORDABLE ALTERNATIVES   | 2/9/15 | Labels                                                                                                                                                                                                                                                                                                                                          | \$70.75     |
| 33647          | 81           | AMERICAN LIBRARY ASSOCIA  | 2/9/15 | Bookmarks, poster set                                                                                                                                                                                                                                                                                                                           | \$23.80     |
| 33648          | 82           | ANTHEM BLUE CROSS BLUE    | 2/9/15 | Health Insurance premiums- February                                                                                                                                                                                                                                                                                                             | \$11,598.08 |
| 33649          | 83           | ANTHEM LIFE               | 2/9/15 | Life Insurance premiums- February                                                                                                                                                                                                                                                                                                               | \$93.42     |
| 33650          | 84           | BAKER & TAYLOR            | 2/9/15 | Books, Continuations, AV, Auto. Yours                                                                                                                                                                                                                                                                                                           | \$10,954.78 |
| 33651          | 85           | BAKER & TAYLOR ENTERTAIN  | 2/9/15 | DVDs                                                                                                                                                                                                                                                                                                                                            | \$163.84    |
| 33652          | 86           | BLUETARP FINANCIAL, INC   | 2/9/15 | Urinal repair parts, garden hose adaptor, paint                                                                                                                                                                                                                                                                                                 | \$26.85     |
| 33653          | 87           | CAMPBELL PRINTING COMPA   | 2/9/15 | Letterhead                                                                                                                                                                                                                                                                                                                                      | \$187.17    |
| 33654          | 88           | CARDINAL OFFICE PRODUCT   | 2/9/15 | DeM: Quarterly maintenance agreement on work room copier 10/21/14-1/21/15                                                                                                                                                                                                                                                                       | \$459.00    |
| 33655          | 89           | CAROLYNN DeVRIES          | 2/9/15 | Children's supplies                                                                                                                                                                                                                                                                                                                             | \$54.11     |
| 33656          | 90           | CIRCLE R ELECTRIC, INC.   | 2/9/15 | Wh: Interior lighting work, relamp 2 parking lot fixtures, add ground bar to computer rack, rebuild insides to 1 parking lot light                                                                                                                                                                                                              | \$937.29    |
| 33657          | 91           | DEBORAH KRISTOFF          | 2/9/15 | Book Club expenses                                                                                                                                                                                                                                                                                                                              | \$20.44     |
| 33658          | 92           | DELTA DENTAL              | 2/9/15 | Dental Insurance premiums- February 2015                                                                                                                                                                                                                                                                                                        | \$387.08    |
| 33659          | 93           | DELUXE BUSINESS CHECKS    | 2/9/15 | Wh: Deposit slips                                                                                                                                                                                                                                                                                                                               | \$78.37     |
| 33660          | 94           | DEMCO                     | 2/9/15 | Polypropylene crystal clear tape, classification labels, fastape, polyfit, label protectors, credit on drawer insert (incorrect size)                                                                                                                                                                                                           | \$61.53     |
| 33661          | 95           | ENA SERVICES LLC          | 2/9/15 | Internet service for January 2015                                                                                                                                                                                                                                                                                                               | \$1,461.00  |
| 33662          | 96           | FASE-KALUF TV & APPLIANCE | 2/9/15 | Wiring to ground server rack                                                                                                                                                                                                                                                                                                                    | \$7.99      |
| 33663          | 97           | FLEX-PAC INC              | 2/9/15 | Toilet paper, paper towel rolls, m-fold towels                                                                                                                                                                                                                                                                                                  | \$173.26    |
| 33664          | 98           | GALE/CENGAGE LEARNING     | 2/9/15 | Books                                                                                                                                                                                                                                                                                                                                           | \$68.85     |
| 33665          | 99           | GARY SAMMONS              | 2/9/15 | Appraisal of property located at: 228 W. 10th St SW, DeMotte, IN 46310                                                                                                                                                                                                                                                                          | \$300.00    |
| 33666          | 100          | HAMSTRA BUILDERS, INC.    | 2/9/15 | Wh: 2015 HVAC Service Contract                                                                                                                                                                                                                                                                                                                  | \$1,150.00  |
| 33667          | 101          | HERITAGE OFFICE PRODUCT   | 2/9/15 | Name tags                                                                                                                                                                                                                                                                                                                                       | \$46.00     |
| 33668          | 102          | HP PRODUCTS               | 2/9/15 | Odor counteractant, toilet bowl mops, hand sanitizer, glass cleaner; Rens: outside entry mats                                                                                                                                                                                                                                                   | \$2,274.52  |
| 33669          | 103          | INDIANA DEPARTMENT OF EN  | 2/9/15 | Wh: Annual public water system fee                                                                                                                                                                                                                                                                                                              | \$100.00    |
| 33670          | 104          | JACK SHEPPARD             | 2/9/15 | Reimbursement for patron overpayment of overdue items                                                                                                                                                                                                                                                                                           | \$45.11     |
| 33671          | 105          | JANICE WILMA              | 2/9/15 | Train Day expenses, Duplos, books                                                                                                                                                                                                                                                                                                               | \$95.05     |
| 33672          | 106          | JASPER COUNTY HISTORICAL  | 2/9/15 | Vintage Views- Issue 23                                                                                                                                                                                                                                                                                                                         | \$10.00     |
| 33673          | 107          | JUNIOR LIBRARY GUILD      | 2/9/15 | Books                                                                                                                                                                                                                                                                                                                                           | \$189.00    |
| 33674          | 108          | KANKAKEE VALLEY HIGH SCH  | 2/9/15 | 2014-2015 Yearbook                                                                                                                                                                                                                                                                                                                              | \$65.00     |
| 33675          | 109          | LINDA POORTENGA           | 2/9/15 | Mileage 1/10-1/28/15: Bank deposit, B2B Meeting, Meeting with book vendor, Librarian's Council Meeting                                                                                                                                                                                                                                          | \$90.51     |
| 33676          | 110          | MICHAEL R. ANDERSON       | 2/9/15 | Rens: Snow Removal 1/5-1/21/15                                                                                                                                                                                                                                                                                                                  | \$437.50    |
| 33677          | 111          | NETWISE RESOURCES         | 2/9/15 | Rens staff copier quarterly service agreement                                                                                                                                                                                                                                                                                                   | \$466.12    |
| 33678          | 112          | OFFICE DEPOT              | 2/9/15 | Label tape, monthly index dividers, golf pencils, pressboard covers, pens, pencils, paper clips, rubberbands, tape, copy paper, colored copy paper, spray bottles, super glue, antiviral masks, wristrest, binder clips, 8 tab dividers, 5 tab dividers, 3-hole punch, construction paper, business cards, cotton balls, paper towel dispensers | \$360.24    |
| 33679          | 113          | PATTY STRINGFELLOW        | 2/9/15 | Mileage 1/5-1/28/15: Collect Board Treasurer signature, Staff performance reviews, Librarian's Council meeting                                                                                                                                                                                                                                  | \$74.75     |

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| <i>Warrant<br/>Number</i> | <i>Claim<br/>Number</i> | <i>Name of Claimant</i>   | <i>Date</i> | <i>Explanation</i>                                                                                                                   | <i>Total</i> |
|---------------------------|-------------------------|---------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 33680                     | 114                     | QUILL CORPORATION         | 2/9/15      | Goo Gone, copy paper, cable ties, 5" binder, toner cartridges                                                                        | \$398.30     |
| 33681                     | 115                     | REPUBLIC SERVICES #715    | 2/9/15      | Wh: Trash Service- February 2015                                                                                                     | \$64.95      |
| 33682                     | 116                     | STEVE WHITED              | 2/9/15      | Appraisal of property located at: 228 10th St. SW, DeMotte, IN 46310                                                                 | \$300.00     |
| 33684                     | 117                     | SVT, LLC                  | 2/9/15      | Management Meeting expenses                                                                                                          | \$18.05      |
| 33683                     | 118                     | SUNRISE PACKAGING INC.    | 2/9/15      | Audiobook cases                                                                                                                      | \$437.45     |
| 33685                     | 119                     | THOMSON REUTERS - WEST    | 2/9/15      | Continuations                                                                                                                        | \$223.00     |
| 33686                     | 120                     | TOWN OF DEMOTTE           | 2/9/15      | DeM: Sewer & Water- January 2015                                                                                                     | \$220.58     |
| 33687                     | 121                     | TOWN OF WHEATFIELD        | 2/9/15      | Wh: Sewer- February 2015                                                                                                             | \$56.65      |
| 33688                     | 122                     | TRUGREEN PROCESSING CE    | 2/9/15      | Ice Melt                                                                                                                             | \$520.00     |
| 33689                     | 123                     | VISION SERVICE PLAN- (IN) | 2/9/15      | Vision Insurance Premiums- February 2015                                                                                             | \$202.81     |
| 33690                     | 124                     | WAL-MART COMMUNITY/RFC    | 2/9/15      | Wipes, children's program supplies, Winter Read prizes, children's supplies, DVDs                                                    | \$566.42     |
| 33691                     | 125                     | WASTE MANAGEMENT          | 2/9/15      | DeM: Trash Pick-up, February 2015                                                                                                    | \$87.98      |
| 0                         | 127                     | ALLIANCE BANK             | 2/9/15      | Direct Deposit Fees January 2015                                                                                                     | \$36.30      |
| 33692                     | 128                     | ANTHEM BLUE CROSS BLUE    | 2/9/15      | Administrative COBRA services-2015 (17 participants)                                                                                 | \$306.00     |
| 33693                     | 129                     | BUSINESS CARD             | 2/9/15      | Background checks, light fixtures, light bulbs, humidifier filter, camera, SD card, camera case, tripod, electric kettle, DVD return | \$494.01     |
| 33694                     | 130                     | CENTER POINT PUBLISHING   | 2/9/15      | Books                                                                                                                                | \$532.08     |
| 33695                     | 131                     | CENTURYLINK               | 2/9/15      | Rens: Local phone & fax service- February 2015                                                                                       | \$123.51     |
| 33696                     | 132                     | CULLIGAN WATER CONDITIO   | 2/9/15      | Wh: Water Cooler Rental-February 2015, 5-gallon drinking water- 6                                                                    | \$53.65      |
| 33697                     | 133                     | DUMAS & MAHNESMITH P.C.   | 2/9/15      | Legal Assistance: Property Purchase                                                                                                  | \$712.50     |
| 33698                     | 134                     | JASON SHEPHERD            | 2/9/15      | DVDs                                                                                                                                 | \$65.00      |
| 33699                     | 135                     | NETWISE RESOURCES         | 2/9/15      | Wh: staff copier quarterly service agreement                                                                                         | \$112.60     |
| 33700                     | 136                     | NIPSCO                    | 2/9/15      | Gas & electric service                                                                                                               | \$5,834.20   |
| 33701                     | 137                     | RAYANN GILMORE            | 2/9/15      | Rens Petty Cash: laundry, postage                                                                                                    | \$40.75      |
| 0                         | 138                     | SAGE PAYMENT SOLUTIONS    | 2/9/15      | Merchant Processing Fees- January 2015 (automatic withdrawal on 2/2/15)                                                              | \$62.32      |
| 33702                     | 139                     | SIMPLEXGRINNELL           | 2/9/15      | Rens: Annual Fire Alarm Test & Inspection                                                                                            | \$451.00     |
| 33703                     | 140                     | TEI LANDMARK AUDIO        | 2/9/15      | Wh: Playaway Lease 2/1/15-1/31/16                                                                                                    | \$855.00     |
| 33704                     | 141                     | UNIQUE MANAGEMENT SERVI   | 2/9/15      | Collections: Initial/Secondary Placements- January 2015                                                                              | \$295.35     |



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| Warrant<br>Number      | Claim<br>Number | Name of Claimant | Date | Explanation | Total       |
|------------------------|-----------------|------------------|------|-------------|-------------|
| Total Amount of Claims |                 |                  |      |             | \$46,624.67 |

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, February 09, 2015

\_\_\_\_\_  
Fiscal Officer

### ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$46,624.67

Date this 9<sup>th</sup> day of February, 2015.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

*Mar*

**Agenda  
Jasper County Public Library  
Board of Trustees Meeting  
Monday, March 9, 2015, 6pm  
Rensselaer Public Library**

**Opening of Meeting**

Moment of Silence

**Approval of Consent Agenda & Consent Agenda Items**      Action

Minutes of February Board Meeting  
Bills/Financial Reports  
Salary Ordinance Update (R7)  
Policies for Review (R 10 & R 12)

**General Business**

DeMotte Library – Future Plans (R 12)  
LSTA Children's Literacy Grant (R 12)

Information  
Information

**Director's Report** (R 12-R 14)

Information

**Items for Future Agendas**

**Public Forum**

**Adjournment**



## **MINUTES**

**Jasper County Public Library Board of Trustees**  
**6:00 PM**

**February 9, 2015**  
**Rensselaer Library**

**Present:** Natalie Waling, Jody Melton, Janet Umlauf, Janelle Harper, Timothy Schultz, Mark Heinig, Patricia Stringfellow, Rayann Gilmore, Linda Poortenga, Janice Wilma, Ed Dumas

**Absent:** Deana George

**Agenda & Consent Agenda Approval:** The Agenda and Consent Agenda items that included the January Board Meeting Minutes, bills/financial reports, Salary Ordinance update, and 2015 Staff Development Day closure were approved on a motion by J. Melton and seconded by J. Harper. Motion passed.

**DeMotte Library Future Plans:** At the January Board meeting, the Board resolved that the Jasper County Public Library consider purchasing the property adjacent to the library with a physical address of 228 10<sup>th</sup> St. SW, DeMotte, Indiana and authorized P. Stringfellow to be the purchasing agent and move forward as Indiana law requires. Working with attorney Ed Dumas, two property appraisals were sought and have been received. The appraisals came in at \$126,000 and \$127,000. The library cannot pay more than the average of the two. Ed shared that the appraisals were done by certified appraisers. He felt a meeting should be scheduled between Patty, himself, and the seller to discuss details of price and payment. Those details could then be brought to the Board at their March meeting. P. Stringfellow presented options of payment. Option 1 would be to pay for the property out of the Operating Fund. A deposit could be paid with half of the remainder due after July 1, 2015 after the Spring Tax Draw has been received with the remainder being paid in January 2016. This would be accomplished by not making a transfer to LIRF this year, but instead using the money for the property purchase. Option 2 would be to pay for the whole purchase in 2015. A deposit would be paid and then the remainder would be paid out of the Rainy Day Fund. Currently, money in the Rainy Day Fund is invested in a CD that matures in the summer of 2015 so payment could not be made until the CD matures. Also this would require the library to seek an additional appropriation. Approval by the County Council and the Department of Local Government Finance would be needed. Payment of the remainder would be most likely after September 1, 2015 due to the additional appropriation process. J. Melton moved that P. Stringfellow and Ed Dumas be given the directive to set up a meeting between themselves and the seller to discuss details of the price and payment and to bring the information back to the Board at the March meeting, seconded by N. Waling. Motion passed.

**Annual Impacts – Report of Rensselaer Librarian and Youth Librarian:** L. Poortenga, Rensselaer Library Headquarters Librarian, shared a favorite patron quote from the last year. The patron came in expressing appreciation of winning the weekly prize drawing for the Adult Winter Read and stated, "I love this library, it is a gem in Jasper County." Flood restoration was mostly completed by the end of December. The plan is to complete painting in 2015. The new roof has been installed and the insulated decking is working correctly, which allows the book collection to again utilize the top shelves. The free/open wireless access for the Rensselaer community continues to be a greatly utilized service with monthly uses currently at 3100+. PrinterOn is now being offered as our new wireless printing option. Patrons can even choose to print to our wireless printer from home and have 72 hours to retrieve at the library. Patrons continue to benefit from our free proctoring service and regularly repeated training classed for Overdrive/ E Readers. Lydia Chen, a SJC student, offered an International program on China. Nancy Phillips, Library

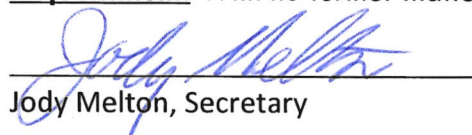
Assistant, decorated the room with red everywhere. Participants ate with chopsticks and did a dragon dance among other activities. Lydia was very appreciative of the opportunity and sent a thank you card saying, "Dear Library Friends- I had a good time with you. I enjoyed getting to know all of you. You have made me feel very welcome. The service of your library is wonderful. You are all dedicated workers. The sharing of Chinese culture experience will keep in my memory life long."

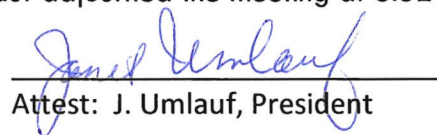
J. Wilma, Rensselaer Library Youth Librarian, introduced herself to the Board and reported that Youth Services has been providing story time programs to the area child care centers. She shared that they have started doing programs featuring LEGOs and mega blocks to promote STEM, which stands for Science, Technology, Engineering, & Math. She hopes to partner with the area schools on more programming featuring STEM. A train day was held in January which was well received, with 100 people attending. Model trains were brought in for display as well as some that the children could interact with. There was also train related activities. J. Wilma reported that she wasn't quite sure what to do for the teens until she asked some of them and they mentioned they would like to learn to cook. At her first teen cooking program, they made Caesar salad and chicken rice soup. It was well attended. The next cooking program will feature recipes from The Green Teen Cook Book. There is an art class for home school students that uses the library's meeting room. While the students are waiting for their turn to go to class, they are in the library studying, reading, etc. Programs will now be offered during the time that the students are already in the library to give them another option of something to do while they wait. The special needs high school class also visits the library often. Youth Services is working with their teacher to start providing programs for them when they come in as well.

**Oath of Office – Treasurer:** T. Schultz, Treasurer, took the Oath of Office and signed the bond document.

**Director's Report:** P. Stringfellow reported that in January she wrote a Novel Conversations Grant, applying to be a host library for a speaker from the 2014 Eugene & Marilyn Glick Indiana Authors Award program. If our application is accepted Indiana Humanities will provide an honorarium for the speaker with the library responsible for travel expenses. The Rensselaer Library would host an evening author visit. The author would also visit the college and lunch with students on the day of the event. P. Stringfellow attended a Purdue Extension Community Forum in January. The meeting was to gather feedback for Purdue to consider as the College of Agriculture creates its five-year strategic plan. The small-group discussions included ways in which Purdue Extension and Purdue could further strengthen Indiana communities, families, leaders, and businesses. These discussions led to a list of community needs being created. It was exciting to see that the list created by community leaders lined up directly with the community needs the library came to realize at the end of 2014 as we were drafting our Long Range Plan. In 2014 P. Stringfellow wrote a FEMA grant, seeking reimbursement for our insurance premium for the flood event. We have received word that we will be awarded 75% of our \$1000 deductible. Our Indiana Public Library Annual Report for 2014 was completed and submitted in January.

**Adjournment:** With no further matters for discussion J. Umlauf adjourned the meeting at 6:52 PM.

  
Jody Melton, Secretary

  
Attest: J. Umlauf, President

**CIRCULATION BY HOLDINGS CODE**  
**February 2015**

| ITEM CODE                           | DEMOTTE | RENSSELAER | WHEATFIELD | TOTAL |
|-------------------------------------|---------|------------|------------|-------|
| Award Winner JBIO (DAJBIO)          | 0       | 0          | 0          | 0     |
| Award Winner JE (DAJE)              | 0       | 0          | 0          | 0     |
| Award Winner JFIC (DAJFIC)          | 13      | 1          | 1          | 15    |
| Award Winner JNF (DAJNF)            | 0       | 0          | 0          | 0     |
| Award Winner JPFIC (DAJBPF)         | 0       | 0          | 0          | 0     |
| Award Winning fiction (DAWFIC)      | 0       | 0          | 0          | 0     |
| Award Winning non-fiction (DAWNFIC) | 0       | 0          | 0          | 0     |
| Award Winner YAFIC (DAYAF)          | 0       | 0          | 0          | 0     |
| Award Winner YAPFIC (DAYPBF)        | 0       | 0          | 0          | 0     |
| Biography (DBIO)                    | 32      | 4          | 3          | 39    |
| Blu-Ray (DBR)                       | 211     | 0          | 0          | 211   |
| Books on CD (DBKCD)                 | 184     | 16         | 0          | 200   |
| Books on Tape (DBKT)                | 0       | 0          | 0          | 0     |
| Compact Disc (DCD)                  | 199     | 14         | 0          | 213   |
| Digital Audiobooks (DDA)            | 11      | 2          | 0          | 13    |
| DVD (DDVD)                          | 1322    | 25         | 8          | 1355  |
| Equipment (DEQP)                    | 35      | 0          | 0          | 35    |
| See librarian (DERR)                | 0       | 0          | 0          | 0     |
| Express Book (DEXP)                 | 29      | 0          | 0          | 29    |
| Fiction (DFIC)                      | 573     | 28         | 14         | 615   |
| Fiction Fantasy (DFICF)             | 32      | 1          | 2          | 35    |
| Fiction Mystery (DFICM)             | 87      | 1          | 10         | 98    |
| Fiction New (DFICNEW)               | 282     | 15         | 16         | 313   |
| Fiction Science Fiction (DFICSF)    | 8       | 0          | 2          | 10    |
| Fiction Western (DFICW)             | 6       | 0          | 0          | 6     |
| Genealogy (DGENE)                   | 0       | 0          | 0          | 0     |
| Genealogy Mag (DGMAG)               | 0       | 0          | 0          | 0     |
| Graphic Novels (DGN)                | 79      | 4          | 5          | 88    |
| Hanging Bags (DHANG)                | 7       | 0          | 0          | 7     |
| ILL (DILL)                          | 66      | 7          | 2          | 75    |
| Internet (DINTER)                   | 755     | 0          | 0          | 755   |
| Juv. Audio book (DJAUDB)            | 13      | 0          | 1          | 14    |
| Juv. Biography (DJBIO)              | 50      | 1          | 1          | 52    |
| Juv. Book on CD (DJBKCD)            | 0       | 0          | 0          | 0     |
| Juv. Book on Tape (DJBKT)           | 0       | 0          | 0          | 0     |
| Juv. Compact Disc (DJCD)            | 22      | 0          | 2          | 24    |
| Juvenile Easy (DJE)                 | 520     | 14         | 14         | 548   |
| Juv. Easy Non-fiction (DJENF)       | 62      | 5          | 1          | 68    |
| Juv. Easy Reader (DJER)             | 261     | 3          | 2          | 266   |
| Juv. Fiction (DJFIC)                | 382     | 16         | 13         | 411   |
| Juv. Holiday books (DJHOL)          | 49      | 4          | 1          | 54    |
| Juv. Magazine (DJMAG)               | 17      | 0          | 0          | 17    |
| Juv. Music Cassette (DJMC)          | 0       | 0          | 0          | 0     |
| Juv. Nonfiction (DJNF)              | 271     | 42         | 3          | 316   |
| Juv. Nonfic Text Bk (DJNFTB)        | 0       | 0          | 0          | 0     |
| Juv. Paperback fic (DJPBF)          | 0       | 0          | 0          | 0     |
| Juv. Professional Coll. (DJPRO)     | 0       | 0          | 0          | 0     |
| Juv. Reference (DJREF)              | 6       | 0          | 0          | 6     |
| Juv. Toddler (DJTOD)                | 111     | 0          | 0          | 111   |



|                                 |     |      |    |      |
|---------------------------------|-----|------|----|------|
| Large Print Fiction (DLPF)      | 158 | 6    | 1  | 165  |
| Large Print Nonfic (DLPNF)      | 16  | 2    | 0  | 18   |
| Magazine (DMAG)                 | 498 | 3    | 8  | 509  |
| Music Cassette (DMCAS)          | 0   | 0    | 0  | 0    |
| Nonfiction 000 (DNF000)         | 5   | 0    | 0  | 5    |
| Nonfiction 100 (DNF100)         | 13  | 3    | 0  | 16   |
| Nonfiction 200 (DNF200)         | 23  | 0    | 0  | 23   |
| Nonfiction 300 (DNF300)         | 78  | 4    | 2  | 84   |
| Nonfiction 400 (DNF400)         | 3   | 0    | 0  | 3    |
| Nonfiction 500 (DNF500)         | 7   | 0    | 0  | 7    |
| Nonfiction 600 (DNF600)         | 118 | 11   | 14 | 143  |
| Nonfiction 700 (DNF700)         | 69  | 2    | 0  | 71   |
| Nonfiction 800 (DNF800)         | 4   | 5    | 0  | 9    |
| Nonfiction 900 (DNF900)         | 42  | 0    | 3  | 45   |
| Nonfiction Blu-Ray (DNFBR)      | 5   | 0    | 0  | 5    |
| Nonfiction DVD (DNFDVD)         | 47  | 0    | 0  | 47   |
| Nonfiction (DNFIC)              | 0   | 0    | 0  | 0    |
| Nonfiction New (DNFNEW)         | 71  | 6    | 3  | 80   |
| Nonfiction VHS (DNFVHS)         | 0   | 0    | 0  | 0    |
| Oversize (DOVER)                | 0   | 1    | 0  | 1    |
| Professional Coll. (DPROF)      | 0   | 0    | 0  | 0    |
| Parent Shelf Juv. Fic (DPSJFic) | 0   | 0    | 0  | 0    |
| Parent Shelf Juv. NF (DPSJNF)   | 0   | 0    | 0  | 0    |
| Reference (DREF)                | 0   | 0    | 0  | 0    |
| Ref. Magazine (DRMAG)           | 0   | 0    | 0  | 0    |
| Reference Software (DRSW)       | 0   | 0    | 0  | 0    |
| Spanish Collection (DSPA)       | 10  | 0    | 0  | 10   |
| Software (DSWAR)                | 5   | 1    | 0  | 6    |
| Vertical File (DVF)             | 0   | 0    | 0  | 0    |
| VHS (DVHS)                      | 10  | 0    | 0  | 10   |
| YA Audio book (DYAUDB)          | 6   | 0    | 0  | 6    |
| YA Biography (DYAB)             | 5   | 0    | 0  | 5    |
| YA Books on CD (DYABKCD)        | 0   | 0    | 0  | 0    |
| YA Books on Tape (DYABKT)       | 0   | 0    | 0  | 0    |
| YA Fiction (DYAF)               | 127 | 5    | 7  | 139  |
| YA Music CD (DYACD)             | 0   | 0    | 0  | 0    |
| YA Nonfiction (DYANF)           | 10  | 3    | 0  | 13   |
| YA Paperback Fic (DYAPBF)       | 0   | 0    | 0  | 0    |
| Storage (DZSTO)                 | 8   | 0    | 1  | 9    |
|                                 |     |      |    |      |
| Award Winner JBIO (RAJBIO)      | 0   | 0    | 0  | 0    |
| Award Winner JE (RAJE)          | 0   | 0    | 0  | 0    |
| Award Winner JFIC (RAJFIC)      | 0   | 0    | 0  | 0    |
| Biography (RBIO)                | 3   | 25   | 2  | 30   |
| Blu-Ray (RBR)                   | 0   | 192  | 0  | 192  |
| Books on CD (RBKCD)             | 4   | 117  | 2  | 123  |
| Books on Tape (RBKT)            | 0   | 0    | 0  | 0    |
| Compact Disc (RCD)              | 8   | 172  | 0  | 180  |
| Digital Audiobooks (RDA)        | 2   | 22   | 0  | 24   |
| DVD (RDVD)                      | 31  | 2831 | 13 | 2875 |
| Equipment (REQP)                | 0   | 24   | 0  | 24   |
| See librarian (RERR)            | 0   | 0    | 0  | 0    |
| Express Book (REXP)             | 0   | 20   | 0  | 20   |
| Fiction (RFIC)                  | 30  | 470  | 20 | 520  |
| Fiction New (RFICNEW)           | 9   | 324  | 11 | 344  |

|                                 |    |      |   |      |
|---------------------------------|----|------|---|------|
| Genealogy (RGENE)               | 0  | 0    | 0 | 0    |
| Genealogy Mag (RGMAG)           | 0  | 0    | 0 | 0    |
| Gen. Milroy Coll (RGMIL)        | 0  | 0    | 0 | 0    |
| Graphic Novels (RGN)            | 0  | 58   | 0 | 58   |
| Hanging Bag (RHANG)             | 0  | 11   | 0 | 11   |
| ILL (RILL)                      | 0  | 71   | 1 | 72   |
| Internet (RINTER)               | 0  | 1033 | 0 | 1033 |
| Juv. Audio book (RJAUDB)        | 0  | 22   | 0 | 22   |
| Juv. Biography (RJBIO)          | 0  | 69   | 0 | 69   |
| Juv. Book on CD (RJBKCD)        | 0  | 0    | 0 | 0    |
| Juv. Book on Tape (RJBKT)       | 0  | 0    | 0 | 0    |
| Juv. Compact Disc (RJCD)        | 1  | 16   | 0 | 17   |
| Juvenile Easy (RJE)             | 17 | 483  | 2 | 502  |
| Juv. Easy Non-fiction (RJENF)   | 2  | 50   | 0 | 52   |
| Juv. Easy Reader (RJER)         | 3  | 203  | 0 | 206  |
| Juv. Fiction (RJFIC)            | 9  | 401  | 3 | 413  |
| Juv. Magazine (RJMAG)           | 0  | 11   | 0 | 11   |
| Juv. Music Cassette (RJMC)      | 0  | 0    | 0 | 0    |
| Juv. Nonfiction (RJNF)          | 0  | 263  | 1 | 264  |
| Juv. Paperback fic (RJPBF)      | 0  | 0    | 0 | 0    |
| Juv. Professional Coll. (RJPRO) | 0  | 3    | 0 | 3    |
| Juv. Reference (RJREF)          | 0  | 5    | 0 | 5    |
| Juv. Toddler (RJTOD)            | 2  | 31   | 0 | 33   |
| Large Print Fiction (RLPF)      | 21 | 265  | 2 | 288  |
| Large Print Nonfic (RLPNF)      | 2  | 12   | 1 | 15   |
| Magazine (RMAG)                 | 1  | 318  | 0 | 319  |
| Music Cassette (RMCAS)          | 0  | 0    | 0 | 0    |
| Non-Fiction 000 (RNF000)        | 4  | 2    | 1 | 7    |
| Non-Fiction 100 (RNF100)        | 0  | 17   | 1 | 18   |
| Non-Fiction 200 (RNF200)        | 0  | 14   | 2 | 16   |
| Non-Fiction 300 (RNF300)        | 2  | 32   | 3 | 37   |
| Non-Fiction 400 (RNF400)        | 0  | 2    | 0 | 2    |
| Non-Fiction 500 (RNF500)        | 1  | 13   | 1 | 15   |
| Non-Fiction 600 (RNF600)        | 20 | 188  | 3 | 211  |
| Non-Fiction 700 (RNF700)        | 6  | 43   | 1 | 50   |
| Non-Fiction 800 (RNF800)        | 1  | 9    | 1 | 11   |
| Non-Fiction 900 (RNF900)        | 3  | 48   | 3 | 54   |
| Nonfiction Blu-Ray (RNFBFR)     | 0  | 5    | 0 | 5    |
| Nonfiction DVD (RNFDVD)         | 2  | 146  | 0 | 148  |
| Nonfiction (RNFIC)              | 0  | 0    | 0 | 0    |
| Nonfiction new (RNFNEW)         | 9  | 169  | 3 | 181  |
| Nonfiction VHS (RNFVHS)         | 0  | 0    | 0 | 0    |
| Oversize (ROVER)                | 0  | 0    | 0 | 0    |
| Professional Coll. (RPRO)       | 0  | 1    | 0 | 1    |
| Reference (REF)                 | 0  | 0    | 0 | 0    |
| Reference Business (RREFB)      | 0  | 0    | 0 | 0    |
| Ref. Magazine (RRMAG)           | 0  | 0    | 0 | 0    |
| Ready Reference (RRR)           | 0  | 0    | 0 | 0    |
| Reference Software (RRSW)       | 0  | 0    | 0 | 0    |
| Spanish Collection (RSPA)       | 0  | 1    | 0 | 1    |
| Software (RSWAR)                | 0  | 10   | 0 | 10   |
| Vertical File (RVF)             | 0  | 0    | 0 | 0    |
| VHS (RVHS)                      | 0  | 0    | 0 | 0    |
| YA Audio book (RYAUDB)          | 1  | 11   | 0 | 12   |
| YA Biography (RYAB)             | 0  | 1    | 0 | 1    |

|                                  |    |     |      |      |
|----------------------------------|----|-----|------|------|
| YA Books on CD (RYABKCD)         | 0  | 0   | 0    | 0    |
| YA Books on Tape (RYABKT)        | 0  | 0   | 0    | 0    |
| YA Fiction (RYAF)                | 9  | 104 | 4    | 117  |
| YA Music CD (RYACD)              | 1  | 48  | 0    | 49   |
| YA Nonfiction (RYANF)            | 0  | 11  | 0    | 11   |
| YA Paperback Fic (RYAPBF)        | 0  | 0   | 0    | 0    |
| Storage (RZSTO)                  | 0  | 1   | 0    | 1    |
| Award Winner JE (WAJE)           | 0  | 0   | 0    | 0    |
| Biography (WBIO)                 | 6  | 0   | 11   | 17   |
| Blu-Ray (WBR)                    | 0  | 0   | 192  | 192  |
| Books on CD (WBKCD)              | 12 | 7   | 124  | 143  |
| Books on Tape (WBKT)             | 0  | 0   | 0    | 0    |
| Compact Disc (WCD)               | 3  | 6   | 200  | 209  |
| Digital Audiobooks (WDA)         | 0  | 1   | 14   | 15   |
| DVD (WDVD)                       | 16 | 17  | 1898 | 1931 |
| Equipment (WEQP)                 | 0  | 0   | 20   | 20   |
| See librarian (WERR)             | 0  | 0   | 0    | 0    |
| Express Book (WEXP)              | 0  | 0   | 17   | 17   |
| Fiction (WFIC)                   | 22 | 23  | 269  | 314  |
| Fiction Fantasy (WFICF)          | 1  | 1   | 1    | 3    |
| Fiction Mystery (WFICM)          | 5  | 0   | 33   | 38   |
| Fiction New (WFICNEW)            | 14 | 7   | 235  | 256  |
| Fiction Science Fiction (WFICSF) | 0  | 0   | 4    | 4    |
| Fiction Western (WFICW)          | 0  | 0   | 4    | 4    |
| Genealogy (WGENE)                | 0  | 0   | 0    | 0    |
| Genealogy Mag (WGMAG)            | 0  | 0   | 0    | 0    |
| Graphic Novels (WGN)             | 0  | 0   | 24   | 24   |
| Hanging Bags (WHANG)             | 0  | 0   | 3    | 3    |
| ILL (WILL)                       | 1  | 2   | 40   | 43   |
| Internet (WINTER)                | 0  | 0   | 413  | 413  |
| Juv. Audio book (WJAUDB)         | 4  | 0   | 12   | 16   |
| Juv. Biography (WJBIO)           | 1  | 5   | 24   | 30   |
| Juv. Book on CD (WJBKCD)         | 0  | 0   | 0    | 0    |
| Juv. Book on Tape (WJBKT)        | 0  | 0   | 0    | 0    |
| Juv. Compact Disc (WJCD)         | 0  | 0   | 15   | 15   |
| Juvenile Easy (WJE)              | 17 | 24  | 454  | 495  |
| Juv. Easy Non-fiction (WJENF)    | 5  | 2   | 43   | 50   |
| Juv. Easy Reader (WJER)          | 3  | 5   | 293  | 301  |
| Juv. Fiction (WJFIC)             | 23 | 21  | 250  | 294  |
| Juv. Magazine (WJMAG)            | 0  | 0   | 7    | 7    |
| Juv. Music Cassette (WJMC)       | 0  | 0   | 0    | 0    |
| Juv. Nonfiction (WJNF)           | 5  | 34  | 171  | 210  |
| Juv. Paperback fic (WJPBF)       | 0  | 0   | 0    | 0    |
| Juv. Professional Coll. (WJPRO)  | 0  | 0   | 0    | 0    |
| Juv. Reference (WJREF)           | 0  | 0   | 4    | 4    |
| Juv. Toddler (WJTOD)             | 2  | 5   | 201  | 208  |
| Large Print Fiction (WLPF)       | 29 | 7   | 101  | 137  |
| Large Print Nonfic (WLPNF)       | 0  | 1   | 7    | 8    |
| Magazine (WMAG)                  | 65 | 0   | 351  | 416  |
| Non-Fiction 000 (WNF000)         | 1  | 0   | 1    | 2    |
| Non-Fiction 100 (WNF100)         | 0  | 0   | 6    | 6    |
| Non-Fiction 200 (WNF200)         | 2  | 0   | 4    | 6    |
| Non-Fiction 300 (WNF300)         | 3  | 6   | 18   | 27   |
| Non-Fiction 400 (WNF400)         | 0  | 0   | 1    | 1    |

|                               |      |      |      |       |
|-------------------------------|------|------|------|-------|
| Non-Fiction 500 (WNF500)      | 1    | 0    | 7    | 8     |
| Non-Fiction 600 (WNF600)      | 5    | 4    | 74   | 83    |
| Non-Fiction 700 (WNF700)      | 1    | 1    | 31   | 33    |
| Non-Fiction 800 (WNF800)      | 0    | 0    | 5    | 5     |
| Non-Fiction 900 (WNF900)      | 5    | 4    | 31   | 40    |
| Nonfiction Blu-Ray (WNFBR)    | 0    | 0    | 1    | 1     |
| Nonfiction DVD (WNFDVD)       | 1    | 1    | 84   | 86    |
| Nonfiction (WNFIC)            | 0    | 0    | 0    | 0     |
| Nonfiction New (WNFNEW)       | 8    | 5    | 75   | 88    |
| Nonfiction VHS (WNFVHS)       | 0    | 0    | 0    | 0     |
| Professional Coll. (WPROF)    | 0    | 0    | 0    | 0     |
| Parent Shelf Juv. Fic (WPJF)  | 0    | 0    | 0    | 0     |
| Parent Shelf Juv. NF (WPSJNF) | 0    | 0    | 0    | 0     |
| Reference (WREF)              | 0    | 0    | 0    | 0     |
| Ref. Magazine (WRMAG)         | 0    | 0    | 0    | 0     |
| Reference Software (WRSWAR)   | 0    | 0    | 0    | 0     |
| Spanish Collection (WSPA)     | 0    | 0    | 0    | 0     |
| Software (WSWAR)              | 0    | 0    | 6    | 6     |
| Vertical File (WVF)           | 0    | 0    | 0    | 0     |
| VHS (WVHS)                    | 0    | 0    | 2    | 2     |
| YA Audio book (WYAUDB)        | 1    | 0    | 2    | 3     |
| YA Biography (WYAB)           | 0    | 0    | 2    | 2     |
| YA Books on CD (WYABKCD)      | 1    | 1    | 5    | 7     |
| YA Books on Tape (WYABKT)     | 0    | 0    | 0    | 0     |
| YA Fiction (WYAF)             | 16   | 23   | 159  | 198   |
| YA Music CD (WYACD)           | 0    | 0    | 0    | 0     |
| YA Nonfiction (WYANF)         | 0    | 2    | 7    | 9     |
| YA Paperback Fic (WYAPBF)     | 0    | 0    | 0    | 0     |
| Storage (WZSTO)               | 0    | 0    | 0    | 0     |
| TOTAL                         | 7516 | 8868 | 6177 | 22561 |

**CIRCULATION BY HOLDINGS CODE**  
**February 2015**

| ITEM CODE                         | DEMOTTE | RENSSELAER | WHEATFIELD | TOTAL |
|-----------------------------------|---------|------------|------------|-------|
| Award Winner JBIO (AJBIO)         | 0       | 0          | 0          | 0     |
| Award Winner JE (AJE)             | 0       | 0          | 0          | 0     |
| Award Winner JFIC (AJFIC)         | 13      | 1          | 1          | 15    |
| Award Winner JNF (AJNF)           | 0       | 0          | 0          | 0     |
| Award Winner JPFIC (AJPF)         | 0       | 0          | 0          | 0     |
| Award Winning fiction (AWFIC)     | 0       | 0          | 0          | 0     |
| Award Winning non-fiction (AWNFI) | 0       | 0          | 0          | 0     |
| Award Winner YAFIC (AYAF)         | 0       | 0          | 0          | 0     |
| Award Winner YAPFIC (YAYPBF)      | 0       | 0          | 0          | 0     |
| Biography (BIO)                   | 41      | 29         | 16         | 86    |
| Blu-Ray (BR)                      | 216     | 197        | 193        | 606   |
| Books on CD (BKCD)                | 200     | 140        | 126        | 466   |
| Books on Tape (BKT)               | 0       | 0          | 0          | 0     |
| Compact Disc (CD)                 | 210     | 192        | 200        | 602   |
| Digital Audiobooks (DA)           | 13      | 25         | 14         | 52    |
| DVD (DVD)                         | 1369    | 2873       | 1919       | 6161  |
| Equipment (EQP)                   | 35      | 24         | 20         | 79    |
| See librarian (ERR)               | 0       | 0          | 0          | 0     |

|                                 |     |      |     |      |
|---------------------------------|-----|------|-----|------|
| Express Book (EXP)              | 29  | 20   | 17  | 66   |
| Fiction (FIC)                   | 625 | 521  | 303 | 1449 |
| Fiction Fantasy (FICF)          | 33  | 2    | 3   | 38   |
| Fiction Mystery (FICM)          | 92  | 1    | 43  | 136  |
| Fiction New (FICNEW)            | 305 | 346  | 262 | 913  |
| Fiction Science Fiction (FICSF) | 8   | 0    | 6   | 14   |
| Fiction Western (FICW)          | 6   | 0    | 4   | 10   |
| Genealogy (GENE)                | 0   | 0    | 0   | 0    |
| Genealogy Mag (GMAG)            | 0   | 0    | 0   | 0    |
| Gen. Milroy Coll (GMIL)         | 0   | 0    | 0   | 0    |
| Graphic Novels (GN)             | 79  | 62   | 29  | 170  |
| Hanging Bags (HANG)             | 7   | 11   | 3   | 21   |
| ILL (ILL)                       | 67  | 80   | 43  | 190  |
| Internet (INTR)                 | 755 | 1033 | 413 | 2201 |
| Juv. Audio book (JAUDB)         | 17  | 22   | 13  | 52   |
| Juv. Biography (JBIO)           | 51  | 75   | 25  | 151  |
| Juv. Book on CD (JBCD)          | 0   | 0    | 0   | 0    |
| Juv. Book on Tape (JBKT)        | 0   | 0    | 0   | 0    |
| Juv. Compact Disc (JCD)         | 23  | 16   | 17  | 56   |
| Juvenile Easy (JE)              | 554 | 521  | 470 | 1545 |
| Juv. Easy Non-Fiction (JENF)    | 69  | 57   | 44  | 170  |
| Juv. Easy Reader (JER)          | 267 | 211  | 295 | 773  |
| Juv. Fiction (JFIC)             | 414 | 438  | 266 | 1118 |
| Juv. Holiday (JHOL)             | 49  | 4    | 1   | 54   |
| Juv. Magazine (JMAG)            | 17  | 11   | 7   | 35   |
| Juv. Music Cassette (JMC)       | 0   | 0    | 0   | 0    |
| Juv. Nonfiction (JNF)           | 276 | 339  | 175 | 790  |
| Juv. Nonfic Text Bk (JNFT)      | 0   | 0    | 0   | 0    |
| Juv. Paperback fic (JPBF)       | 0   | 0    | 0   | 0    |
| Juv. Professional Coll. (JPRO)  | 0   | 3    | 0   | 3    |
| Juv. Reference (JREF)           | 6   | 5    | 4   | 15   |
| Juv. Toddler (JTOD)             | 115 | 36   | 201 | 352  |
| Large Print Fiction (LPF)       | 208 | 278  | 104 | 590  |
| Large Print Nonfic (LPNF)       | 18  | 15   | 8   | 41   |
| Magazine (MAG)                  | 564 | 321  | 359 | 1244 |
| Music Cassette (MCAS)           | 0   | 0    | 0   | 0    |
| Non-Fiction 000 (NF000)         | 10  | 2    | 2   | 14   |
| Non-Fiction 100 (NF100)         | 13  | 20   | 7   | 40   |
| Non-Fiction 200 (NF200)         | 25  | 14   | 6   | 45   |
| Non-Fiction 300 (NF300)         | 83  | 42   | 23  | 148  |
| Non-Fiction 400 (NF400)         | 3   | 2    | 1   | 6    |
| Non-Fiction 500 (NF500)         | 9   | 13   | 8   | 30   |
| Non-Fiction 600 (NF600)         | 143 | 203  | 91  | 437  |
| Non-Fiction 700 (NF700)         | 76  | 46   | 32  | 154  |
| Non-Fiction 800 (NF800)         | 5   | 14   | 6   | 25   |
| Non-Fiction 900 (NF900)         | 50  | 52   | 37  | 139  |
| Non-Fiction Blu-Ray (NFBR)      | 0   | 0    | 0   | 0    |
| Non-Fiction DVD (NFDVD)         | 50  | 147  | 84  | 281  |
| Nonfiction (NFIC)               | 0   | 0    | 0   | 0    |
| Nonfiction New (NFNEW)          | 88  | 180  | 81  | 349  |
| Nonfiction VHS (NFVH)           | 0   | 0    | 0   | 0    |
| Oversize (OVER)                 | 0   | 1    | 0   | 1    |
| Professional Coll. (PROF)       | 0   | 1    | 0   | 1    |
| Parent Shelf Juv. Fic (PJF)     | 0   | 0    | 0   | 0    |
| Parent Shelf Juv. NF (PSJNF)    | 0   | 0    | 0   | 0    |

|                            |             |             |             |              |
|----------------------------|-------------|-------------|-------------|--------------|
| Reference (REF)            | 65          | 100         | 14          | 179          |
| Reference Business (REFB)  | 0           | 0           | 0           | 0            |
| Ref. Magazine (RMAG)       | 0           | 0           | 0           | 0            |
| Ready Reference (RRR)      | 0           | 0           | 0           | 0            |
| Reference Software (RSWAR) | 0           | 0           | 0           | 0            |
| Spanish Collection (SPA)   | 10          | 1           | 0           | 11           |
| Software (SWAR)            | 5           | 11          | 6           | 22           |
| Vertical File (VF)         | 0           | 0           | 0           | 0            |
| VHS                        | 10          | 0           | 2           | 12           |
| YA Audio book (YAUDB)      | 8           | 11          | 2           | 21           |
| YA Biography (YAB)         | 5           | 1           | 2           | 8            |
| YA Books on CD (YABKCD)    | 1           | 1           | 5           | 7            |
| YA Books on Tape (YABKT)   | 0           | 0           | 0           | 0            |
| YA Fiction (YAF)           | 152         | 132         | 170         | 454          |
| YA Music CD (YACD)         | 1           | 48          | 0           | 49           |
| YA Nonfiction (YANF)       | 10          | 16          | 7           | 33           |
| YA Paperback Fic (YAPBF)   | 0           | 0           | 0           | 0            |
| Storage (ZSTO)             | 8           | 1           | 1           | 10           |
|                            |             |             |             | 0            |
| Free reads                 | 435         | 237         | 39          | 711          |
| Games/Puzzles              | 40          | 34          | 0           | 74           |
| Talking books              | 0           | 0           | 0           | 0            |
| Assignment Shelf Books     | 0           | 0           | 0           | 0            |
| <b>TOTAL</b>               | <b>8056</b> | <b>9239</b> | <b>6230</b> | <b>23525</b> |

|                                      | DeMotte      | Rensselaer   | Wheatfield   |              |
|--------------------------------------|--------------|--------------|--------------|--------------|
| <b>ADULT BOOKS</b>                   |              |              |              |              |
| Fiction                              | 1749         | 1406         | 782          | 3937         |
| Nonfiction                           | 706          | 815          | 375          | 1896         |
| <b>CHILDREN'S BOOKS</b>              |              |              |              |              |
| Fiction                              | 1363         | 1207         | 1233         | 3803         |
| Nonfiction                           | 451          | 483          | 249          | 1183         |
| <b>YA BOOKS</b>                      |              |              |              |              |
| Fiction                              | 231          | 194          | 199          | 624          |
| Nonfiction                           | 15           | 17           | 9            | 41           |
| Magazines, Adult                     | 564          | 321          | 359          | 1244         |
| Magazines, Children                  | 17           | 11           | 7            | 35           |
| Sound Recordings, adult              | 432          | 369          | 347          | 1148         |
| Sound Recordings, ch                 | 48           | 97           | 33           | 178          |
| Online databases                     | 0            | 0            | 0            | 0            |
| Software                             | 5            | 11           | 6            | 22           |
| Vertical file                        | 0            | 0            | 0            | 0            |
| VHS/DVD/Blu-Ray                      | 1645         | 3217         | 2198         | 7060         |
| Equipment                            | 35           | 24           | 20           | 79           |
| <b>Total</b>                         | <b>7261</b>  | <b>8172</b>  | <b>5817</b>  | <b>21250</b> |
| <b>A-V Circulation</b>               | <b>2130</b>  | <b>3694</b>  | <b>2584</b>  | <b>8408</b>  |
| <b>A-V Circulation as % of total</b> | <b>29.3%</b> | <b>45.2%</b> | <b>44.4%</b> | <b>39.6%</b> |



## February 2013

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|                   |    |     |              |     |    |              |    |     |            |              |
|-------------------|----|-----|--------------|-----|----|--------------|----|-----|------------|--------------|
| <b>Fiction</b>    | 96 | 553 | <b>1,749</b> | 113 | 60 | <b>1,406</b> | 73 | 0   | <b>782</b> | <b>3,937</b> |
| <b>Nonfiction</b> | 37 | 17  | <b>706</b>   | 113 | 40 | <b>815</b>   | 50 | 103 | <b>375</b> | <b>1,896</b> |

|                   |   |   |              |    |   |              |    |    |              |              |
|-------------------|---|---|--------------|----|---|--------------|----|----|--------------|--------------|
| <b>Fiction</b>    | 9 | 0 | <b>1,363</b> | 73 | 5 | <b>1,207</b> | 40 | 0  | <b>1,233</b> | <b>3,803</b> |
| <b>Nonfiction</b> | 2 | 2 | <b>451</b>   | 11 | 0 | <b>483</b>   | 4  | 18 | <b>249</b>   | <b>1,183</b> |

|                   |   |   |            |    |   |            |    |   |            |            |
|-------------------|---|---|------------|----|---|------------|----|---|------------|------------|
| <b>Fiction</b>    | 3 | 1 | <b>231</b> | 17 | 0 | <b>194</b> | 26 | 0 | <b>199</b> | <b>624</b> |
| <b>Nonfiction</b> | 0 | 0 | <b>15</b>  | 0  | 0 | <b>17</b>  | 4  | 1 | <b>9</b>   | <b>41</b>  |

|                 |     |     |     |       |
|-----------------|-----|-----|-----|-------|
| Magazines.Adult | 564 | 321 | 359 | 1,244 |
|-----------------|-----|-----|-----|-------|

|                         |           |           |          |           |
|-------------------------|-----------|-----------|----------|-----------|
| <b>Magazines, Child</b> | <b>17</b> | <b>11</b> | <b>7</b> | <b>35</b> |
|-------------------------|-----------|-----------|----------|-----------|

|             |   |
|-------------|---|
| Games, Toys | 0 |
|-------------|---|

|                        |    |   |            |    |   |            |    |   |            |              |
|------------------------|----|---|------------|----|---|------------|----|---|------------|--------------|
| <b>Sound Rec/Adult</b> | 37 | 0 | <b>432</b> | 12 | 1 | <b>369</b> | 20 | 0 | <b>347</b> | <b>1,148</b> |
|------------------------|----|---|------------|----|---|------------|----|---|------------|--------------|

|                        |          |          |           |          |          |           |          |          |           |            |
|------------------------|----------|----------|-----------|----------|----------|-----------|----------|----------|-----------|------------|
| <b>Sound Rec/Child</b> | <b>1</b> | <b>0</b> | <b>48</b> | <b>1</b> | <b>0</b> | <b>97</b> | <b>1</b> | <b>0</b> | <b>33</b> | <b>178</b> |
|------------------------|----------|----------|-----------|----------|----------|-----------|----------|----------|-----------|------------|

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|                 |   |   |   |   |   |    |   |   |   |    |
|-----------------|---|---|---|---|---|----|---|---|---|----|
| <b>Software</b> | 0 | 0 | 5 | 0 | 0 | 11 | 0 | 0 | 6 | 22 |
|-----------------|---|---|---|---|---|----|---|---|---|----|

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|                       |    |    |              |     |   |              |    |   |              |              |
|-----------------------|----|----|--------------|-----|---|--------------|----|---|--------------|--------------|
| <b>VHS/DVD/BluRay</b> | 72 | 44 | <b>1.645</b> | 146 | 8 | <b>3.217</b> | 84 | 0 | <b>2.198</b> | <b>7.060</b> |
|-----------------------|----|----|--------------|-----|---|--------------|----|---|--------------|--------------|

|           |    |    |    |    |
|-----------|----|----|----|----|
| Equipment | 35 | 24 | 20 | 79 |
|-----------|----|----|----|----|

|              |     |     |              |     |     |              |     |     |              |               |
|--------------|-----|-----|--------------|-----|-----|--------------|-----|-----|--------------|---------------|
| <b>TOTAL</b> | 257 | 617 | <b>7,261</b> | 486 | 114 | <b>8,172</b> | 302 | 122 | <b>5,817</b> | <b>21,250</b> |
|--------------|-----|-----|--------------|-----|-----|--------------|-----|-----|--------------|---------------|

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## WHEATFIELD

|                              |        |        |        |
|------------------------------|--------|--------|--------|
| <b>Total Materials Owned</b> | 76,579 | 73,354 | 56,543 |
|------------------------------|--------|--------|--------|

|                                      |               |              |              |
|--------------------------------------|---------------|--------------|--------------|
| <b>Circulation Increase/Decrease</b> | <b>-11.5%</b> | <b>38.1%</b> | <b>-4.6%</b> |
|--------------------------------------|---------------|--------------|--------------|

[illegible]

% change

|                                    |        |        |      |
|------------------------------------|--------|--------|------|
| <b>Current month's Circulation</b> | 20,218 | 21,250 | 5.1% |
|------------------------------------|--------|--------|------|

|                                 |        |        |       |
|---------------------------------|--------|--------|-------|
| <b>Jan. to date circulation</b> | 37,287 | 44,312 | 18.8% |
|---------------------------------|--------|--------|-------|

| <b>DEMOTTE COLLECTION</b> |                     | <b>RENSSELAER COLLECTION</b> |                     | <b>WHEATFIELD COLLECTION</b> |                     |
|---------------------------|---------------------|------------------------------|---------------------|------------------------------|---------------------|
| <b>Start of Month</b>     | <b>End of Month</b> | <b>Start of Month</b>        | <b>End of Month</b> | <b>Start of Month</b>        | <b>End of Month</b> |
| Volumes                   | Volumes             | Volumes                      | Volumes             | Volumes                      | Volumes             |
|                           |                     |                              |                     |                              |                     |
| 20,492                    | 20,035              | 14,021                       | 14,074              | 15,341                       | 15,414              |
| 20,482                    | 20,502              | 21,240                       | 21,313              | 10,378                       | 10,325              |
|                           |                     |                              |                     |                              |                     |
| 14,693                    | 14,702              | 13,287                       | 13,355              | 11,655                       | 11,695              |
| 8,555                     | 8,555               | 6,739                        | 6,750               | 6,049                        | 6,035               |
| 2,393                     | 2,395               | 3,066                        | 3,083               | 2,667                        | 2,693               |
| 608                       | 608                 | 768                          | 768                 | 142                          | 145                 |
| 0                         | 0                   | 20                           | 20                  | 0                            | 0                   |
| 3,642                     | 3,679               | 4,272                        | 4,283               | 4,244                        | 4,264               |
| 764                       | 765                 | 601                          | 602                 | 889                          | 890                 |
| 18                        | 18                  | 29                           | 29                  | 7                            | 7                   |
| 213                       | 213                 | 307                          | 307                 | 171                          | 171                 |
| 0                         | 0                   |                              |                     | 4                            | 4                   |
| 4,961                     | 4,989               | 8,490                        | 8,628               | 4,759                        | 4,843               |
| 118                       | 118                 | 142                          | 142                 | 57                           | 57                  |
| 76,939                    | 76,579              | 72,982                       | 73,354              | 56,363                       | 56,543              |

# JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

## February 2015

R5

|                                    | DeMotte |      | Rensselaer |      | Wheatfield |      | TOTAL | HOURS SPENT |
|------------------------------------|---------|------|------------|------|------------|------|-------|-------------|
|                                    |         | Hrs. |            | Hrs. |            | Hrs. |       |             |
| INTRALIBRARY LOANS FILLED          | 183     | 40   | 152        | 33   | 251        | 54   | 586   | 127         |
| LOCAL HISTORY                      |         |      |            |      |            |      |       |             |
| In person                          | 5       | 1    | 16         | 5    | 3          | 1    | 24    | 7           |
| Letters written                    | 2       | 2    | 7          | 7    | 0          | 0    | 9     | 9           |
| IN-HOUSE USE - HARDWARE/SOFTWARE   |         |      |            |      |            |      |       |             |
| Internet use-Wired                 | 755     | 31   | 1033       | 43   | 413        | 17   | 2201  | 92          |
| Internet use-Wireless              | 1736    |      | 3024       |      | 784        |      | 5544  |             |
| Computer software used             | 167     | 14   | 169        | 14   | 58         | 5    | 394   | 33          |
| VCR Use                            | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0           |
| Microforms                         | 54      | 7    | 25         | 3    | 0          | 0    | 79    | 11          |
| CD ROM/Online databases            | 136     | 11   | 92         | 8    | 75         | 6    | 303   | 25          |
| Typewriter use                     | 0       | 0    | 0          | 0    | 1          | 0    | 1     | 0           |
| Other equipment used               | 0       | 0    | 5          | 2    | 5          | 2    | 10    | 3           |
| OTHER LIBRARY SERVICES USED        |         |      |            |      |            |      |       |             |
| One-on-One Instruction             | 7       |      | 7          |      | 0          |      |       |             |
| Outreach activities                | 77      | 77   | 7          | 5    | 0          | 0    | 84    | 56          |
| Notarized documents                | 7       | 2    | 10         | 3    | 3          | 1    | 20    | 5           |
| Meeting Room Use (no. of group)    | 25      | 8    | 43         | 14   | 37         | 12   | 105   | 35          |
| Study room use                     | 26      | 2    | 57         | 5    | 24         | 2    | 107   | 9           |
| Proctoring                         | 1       | 1    | 3          | 2    | 0          | 0    | 4     | 2           |
| Tax Forms distributed              | 25      | 0    | 168        | 2    | 0          | 0    | 193   | 2           |
| Pull Requests                      | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0           |
| E-books downloaded                 |         |      |            |      |            |      | 1139  |             |
| IN-HOUSE USE ITEMS                 | 168     |      | 339        |      | 226        |      | 733   |             |
| SELF-CHECKOUT USE                  | 236     |      | 690        |      | 233        |      | 1159  |             |
| INTERLIBRARY LOANS                 |         |      |            |      |            |      |       |             |
| Requests made for:                 | 62      | 16   | 96         | 24   | 19         | 5    | 177   | 44          |
| Items rec'd for:                   | 65      | 33   | 100        | 50   | 14         | 7    | 179   | 90          |
| Items requested by other libraries | 0       |      | 0          |      | 0          |      | 0     |             |
| Items supplied to other libraries  | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0           |

### REGISTRATIONS

|                             |      |      |      |       |
|-----------------------------|------|------|------|-------|
| Total Borrowers             | 7983 | 8335 | 4892 | 21210 |
| Non-resident, paying        | 1    | 0    | 0    | 1     |
| PLAC card users             | 0    | 3    | 1    | 4     |
| Reciprocal borrowers        | 323  | 516  | 132  | 971   |
| Number of New Patrons Added | 36   | 34   | 32   |       |

### PROGRAMS

| DeMotte | Rensselaer | Wheatfield | TOTAL | HOURS SPENT |
|---------|------------|------------|-------|-------------|
| Hrs.    | Hrs.       | Hrs.       |       |             |

|                                            |            |     |            |     |            |     |            |     |
|--------------------------------------------|------------|-----|------------|-----|------------|-----|------------|-----|
| <b>Programs for all ages</b>               | 3          | 18  | 2          | 12  | 0          | 0   | 5          | 30  |
| <b>Children's Programs (0-13)</b>          | 8          | 48  | 12         | 72  | 9          | 54  | 29         | 174 |
| <b>Number attending</b>                    | 125        |     | 121        |     | 253        |     | 499        |     |
| <b>YA Programs (14-17)</b>                 | 1          | 6   | 2          | 12  | 2          | 12  | 5          | 30  |
| <b>Number attending</b>                    | 10         |     | 14         |     | 9          |     | 33         |     |
| <b>Adult Programs</b>                      | 2          | 12  | 6          | 36  | 1          | 6   | 9          | 54  |
| <b>Number attending</b>                    | 54         |     | 86         |     | 39         |     | 179        |     |
| <b>Senior Citizen Programs</b>             | 9          | 54  | 2          | 12  | 2          | 12  | 13         | 78  |
| <b>Number attending</b>                    | 60         |     | 19         |     | 16         |     | 95         |     |
| <b>Total Number of Programs</b>            | <b>23</b>  | 138 | <b>24</b>  | 144 | <b>14</b>  | 84  | <b>61</b>  | 366 |
| <b>Total Persons Attending</b>             | <b>249</b> |     | <b>240</b> |     | <b>317</b> |     | <b>806</b> |     |
| <b>Total Attending Same Month Last Yr.</b> | 366        |     | 58         |     | 536        |     | 960        |     |
| <b>Total Staff Hours Spent</b>             |            | 383 |            | 362 |            | 196 | 941        | 915 |
| <b>Total Number of In-House Program</b>    | <b>18</b>  |     | <b>22</b>  |     | <b>9</b>   |     | <b>49</b>  |     |
| <b>Total Attendance</b>                    | <b>181</b> |     | <b>208</b> |     | <b>109</b> |     | <b>498</b> |     |
| <b>Total Number of Outreach Program</b>    | <b>5</b>   |     | <b>2</b>   |     | <b>5</b>   |     | <b>12</b>  |     |
| <b>Total Attendance</b>                    | <b>68</b>  |     | <b>32</b>  |     | <b>208</b> |     | <b>308</b> |     |

### CIRCULATION BY PATRON CODE

| PATRONS                                | DeMotte         |               | Rensselaer      |               | Wheatfield      |               | ALL LIBRARIES   |               |
|----------------------------------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|
|                                        | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total |
| Adult                                  | 5410            | 74.8%         | 5718            | 70.5%         | 4169            | 71.8%         | 15297           | 72.3%         |
| Corporate                              | 1               | 0.0%          | 42              | 0.5%          | 0               | 0.0%          | 43              | 0.2%          |
| Juvenile 0-11                          | 30              | 0.4%          | 158             | 1.9%          | 23              | 0.4%          | 211             | 1.0%          |
| Juvenile-AV                            | 810             | 11.2%         | 705             | 8.7%          | 597             | 10.3%         | 2112            | 10.0%         |
| Nonresident No Fee                     | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| Nonresident Fee                        | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| PLAC (state library card)              | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| Reciprocal Adult                       | 121             | 1.7%          | 310             | 3.8%          | 116             | 2.0%          | 547             | 2.6%          |
| Reciprocal Juvenile                    | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| Reciprocal Juvenile AV                 | 2               | 0.0%          | 12              | 0.1%          | 0               | 0.0%          | 14              | 0.1%          |
| Reciprocal YA                          | 0               | 0.0%          | 2               | 0.0%          | 0               | 0.0%          | 2               | 0.0%          |
| Reciprocal YA AV                       | 0               | 0.0%          | 6               | 0.1%          | 0               | 0.0%          | 6               | 0.0%          |
| School                                 | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| School AV                              | 0               | 0.0%          | 7               | 0.1%          | 0               | 0.0%          | 7               | 0.0%          |
| St. Joseph College                     | 0               | 0.0%          | 108             | 1.3%          | 0               | 0.0%          | 108             | 0.5%          |
| Staff                                  | 537             | 7.4%          | 595             | 7.3%          | 583             | 10.0%         | 1715            | 8.1%          |
| Walking books                          | 119             | 1.6%          | 116             | 1.4%          | 1               | 0.0%          | 236             | 1.1%          |
| YA 12-17                               | 45              | 0.6%          | 33              | 0.4%          | 0               | 0.0%          | 78              | 3.6%          |
| YA-AV                                  | 161             | 2.2%          | 294             | 3.6%          | 314             | 5.4%          | 769             | 3.6%          |
| <b>Total</b>                           | <b>7236</b>     |               | <b>8106</b>     |               | <b>5803</b>     |               | <b>21145</b>    |               |
| <br>All items borrowed by nonresidents | <br>123         | <br>1.7%      | <br>445         | <br>5.5%      | <br>116         | <br>2.0%      | <br>684         | <br>3.2%      |

**Salary Ordinance 2015**  
**Updated 3/9/15**

| Name              | Classification | Hrly Wage | Start Date | Hrs Worked | Library |
|-------------------|----------------|-----------|------------|------------|---------|
| Jeremy Troike     | Maintenance    | \$13.13   | 2/16/15    | 12         | R       |
| Jason Gilbert     | Maintenance    | \$13.13   | 3/9/15     | 12         | W       |
| Christina Sanders | Janitor        |           | 3/9/15     | 16         | W       |
| Margaret Jones    | Janitor        |           | 3/9/15     | 10         | W       |

We have hired Jeremy Troike and Jason Gilbert for Maintenance at Rensselaer Library and Wheatfield library. Jeremy Troike replaces Todd Luke and Jason Gilbert replaces Jim Little who no longer work at the library.

We have changed the hours for our Wheatfield Janitor positions. Previously each position was 13 hours; now one position will be 16 and the other 10 as noted above. Wages remain the same.

We have examined and approved the changes to the 2015 Jasper County Public Library Salary Ordinance. Dated 3/9/15.

|                           |                          |
|---------------------------|--------------------------|
| <u>Mike H. F.</u>         | <u>Timothy M. Schuck</u> |
| <u>Jody Melton</u>        | <u></u>                  |
| <u>Natalie A. Webling</u> | <u></u>                  |
| <u>Deana K. George</u>    | <u></u>                  |

### Microfilm Reader/Scanner/Printer Policy

Only persons in ~~6th~~ 9<sup>th</sup> grade or older may use the reader/scanner/printers independently. Younger persons must have assistance with the usage of the machine. If a parent or staff member is not available to assist, patrons not yet in ~~6th~~ 9<sup>th</sup> grade will not be permitted to use the machine. Loss or damage to the reader/scanner/printer or to microforms due to abusive handling will be paid for by the user.

Print copies are 10 cents per page.

Availability of the reader/scanner/printer is on a first come, first served basis, with a two hour limit. If no one is waiting, patron may continue use.

Library staff has the right to restrict usage for those people who cannot abide by the regulations of the library and the specific rules for use of the reader/scanner/printer.

5/96; revised 3/15



## Director's Report February 2015

### Consent Agenda

You will be approving the minutes of the February board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2015 Salary Ordinance.**

Policies for Review: Two policies are up for review in March: the Microfilm Reader/Scanner/Printer Policy and the FMLA/Military Leave Policy. Minor revisions are recommended to the Microfilm Reader/Scanner/Printer Policy. Please see R 10. Due to the maturity level of students and difficulty of equipment, we recommend changing the age of independent use from 6<sup>th</sup> to 9<sup>th</sup> grade. Our employment law attorney has recommended minor revisions to the FMLA/Military Leave Policy but as of the writing of this report, the revisions have not yet been received. Once they are I will bring to the board for approval. **If you approve the Consent Agenda items, you will approve revisions to the Microfilm Reader/Scanner/Printer Policy as presented.**

### General Business

DeMotte Library – Future Plans: Ed Dumas and I did meet with the owner of the property that the library is considering for purchase. I will bring you an update at the March meeting.

LSTA Children's Literacy Grant: We have applied for an LSTA Children's Literacy Grant, seeking funding for Little Bits Electronic Kits to promote STEM at the library. If our grant is approved, we will purchase six Little Bits Electronic Kits and six Little Bits Space Kits with each library receiving two of each kit ordered. We feel we need to improve our collection of materials that support Science, Technology, Engineering, and Mathematics. As we have already established block building stations that promote self-directed building activity, we would like to take this activity a step further, adding electronics so our participants can design models that have endless opportunities for movement.

### Director's Report:

Staff Development Day plans are underway. Content is yet to be determined. We have a beginning list of topics and are just now contacting potential presenters. We strive to arrange a day of relationship building and learning together. As plans develop I will share the day's agenda.

*To inform, enrich, and empower our diverse community.*

I viewed an On Local Government presentation by Larry DeBoer from Purdue's Department of Agricultural Economics in February. He reviewed the Indiana State Budget, revenues, appropriations, property taxes, and farm incomes. He always does a nice job explaining some complicated information. Indiana is experiencing modest, but positive growth. We have a 2 billion dollar surplus of revenue that could cover 1 year of expenses in a severe recession. We have reduced the size of state government and are not growing it back. State government is currently smaller than it has ever been.

I was invited to participate in a Regional Forum for Purdue Cooperative Extension which was held in Lake County in mid-February. This was similar to the county forum I attended in January with slightly different questions. I enjoyed participating as it gave me an idea of challenges that exist in communities to our north and gave me an opportunity to share some success stories from our county.

I was invited to be a grant panelist for the Indiana Arts Commission Regional Initiative Grant. The Director at the Tippecanoe Arts Federation invited me as she was seeking both a Jasper County participant and library representation. I have agreed to serve. It will be a good networking opportunity, an opportunity to give back, and an opportunity to see what kinds of projects a library might seek funding for.

I did compare utility expenditures for DeMotte and Wheatfield Libraries for 2014 and 2015 thus far, looking at gas and electric usage. Nothing seemed amiss. Bills were comparable and typical.

Since our last Long Range Plan/Technology Plan Update we have completed the following: added hours to our maintenance positions and positions have been posted; revamped our website; looking at team building training for Staff Development Day; working with school libraries to promote services; participated in Extension Community Forum; logo being utilized more and more; applied for Novel Conversations grant; Community Resource Guide has been updated; DeMotte offering a new program-Gamers Club; Prairie Writers Guild editor, Christine Duttlinger, volunteered to teach Computer Class; utilizing Instagram to connect with teens (Wheatfield trial); Visit Rensselaer Facebook page share our program information; new partnering with KV Junior National Honor Society; Marketplace meetings have been available for patrons; set font on Wheatfield Hybrid computer to be larger for patrons to read the icons easier; stopped using DNS Redirect server for our wireless stats and migrated to Meraki WAP stats; continued server migration project; removed DPL1 server from DeMotte; filed 470 app for telephone discounts; began testing Office 2013; attended various meetings/webinars/conferences; made PCCop changes at Wheatfield Library; began implementation of Wheatfield fiber installation; replaced broken self-check monitor with new at Wheatfield; reviewed and updated Technology Plan; added a new free language resource; developed and enhanced documentation for PrinterOn wireless printing service; created Teacher Assignment Alert sheet; added Librivox and Duolingo databases; added more obituary records to the newspaper index; transcribed local

history resources; major events reported in local newspaper now being digitized and archived.

Normally at this point in my report I would have news from each department; however, due to a death in my family the first week of March I did not have access to department head reports as this report was compiled from home, and department reports were at the library. We will resume department reports next month. Monthly statistics have not yet been compiled. I will forward those once they are compiled.

***Please contact me if you are unable to attend the March board meeting or if you have any questions about material in your packet.-Patty***

**JCPL FINANCIAL STATEMENT**

**February 28, 2015**

|                                                | <u>Beginning<br/>2015<br/>Balance</u> | <u>Current<br/>Month<br/>Disbursements</u> | <u>Y-T-D<br/>Disbursements</u> | <u>Current<br/>Month<br/>Receipts</u> | <u>Y-T-D<br/>Receipts</u> | <u>Ending<br/>Balance</u> |
|------------------------------------------------|---------------------------------------|--------------------------------------------|--------------------------------|---------------------------------------|---------------------------|---------------------------|
| <b>Operating Fund</b>                          | \$623,237.03                          | <b>\$154,814.28</b>                        | \$321,338.74                   | <b>\$71,113.68</b>                    | \$134,781.05              | <b>\$436,679.34</b>       |
| <b>Public Library Access Card Fund</b>         | \$50.00                               | <b>\$0.00</b>                              | \$50.00                        | <b>\$0.00</b>                         | \$0.00                    | <b>\$0.00</b>             |
| <b>Gift Fund</b>                               | \$9,969.20                            | \$709.93                                   | \$798.96                       | \$826.65                              | \$2,135.50                | <b>\$11,305.74</b>        |
| DeMotte                                        | \$2,381.86                            | <b>\$94.55</b>                             | \$132.54                       | <b>\$0.00</b>                         | \$500.00                  | <b>\$2,749.32</b>         |
| Rensselaer                                     | \$5,613.14                            | <b>\$295.06</b>                            | \$346.10                       | <b>\$500.00</b>                       | \$740.00                  | <b>\$6,007.04</b>         |
| Wheatfield                                     | \$1,974.20                            | <b>\$320.32</b>                            | \$320.32                       | <b>\$326.65</b>                       | \$895.50                  | <b>\$2,549.38</b>         |
| <b>Library Improvement Reserve Fund</b>        | \$199,707.47                          | <b>\$0.00</b>                              | \$0.00                         | <b>\$15.32</b>                        | \$31.73                   | <b>\$199,739.20</b>       |
| <b>Bond &amp; Interest Redemption Fund</b>     | \$175,352.75                          | <b>\$0.00</b>                              | \$162,106.25                   | <b>\$0.00</b>                         | \$0.00                    | <b>\$13,246.50</b>        |
| <b>Rainy Day Fund</b>                          | \$308,914.76                          | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$308,914.76</b>       |
| Includes Investments of: <b>\$275,000.00</b>   |                                       |                                            |                                |                                       |                           |                           |
| <b>State Technology Fund Grant Fund</b>        | \$0.00                                | <b>\$1,461.00</b>                          | \$1,461.00                     | <b>\$0.00</b>                         | \$9,733.00                | <b>\$8,272.00</b>         |
| <b>Capital Projects Fund</b>                   | \$1,269,492.71                        | <b>\$0.00</b>                              | \$0.00                         | <b>\$3.41</b>                         | \$7.07                    | <b>\$1,269,499.78</b>     |
| Includes Investments of: <b>\$1,225,000.00</b> |                                       |                                            |                                |                                       |                           |                           |
| <b>Host/Hospitality Fund</b>                   | \$0.00                                | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$0.00</b>             |
| <b>Levy Excess Fund</b>                        | \$8,497.60                            | <b>\$8,399.00</b>                          | \$8,399.00                     | <b>\$0.00</b>                         | \$0.00                    | <b>\$98.60</b>            |
| <b>Sales Tax</b>                               | \$127.05                              | <b>\$0.00</b>                              | \$128.00                       | <b>\$18.49</b>                        | \$25.56                   | <b>\$24.61</b>            |
| <b>Construction Fund</b>                       | \$0.00                                | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$0.00</b>             |
| <b>Petty Cash Funds</b>                        | \$120.00                              | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$120.00</b>           |
| <b>Cash Change Fund</b>                        | \$150.00                              | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$150.00</b>           |
| <b>Insurance Refund Fund</b>                   | \$0.00                                | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$0.00</b>             |
| <b>Insurance Settlement Fund</b>               | \$12,301.81                           | <b>\$1,269.09</b>                          | \$4,707.45                     | <b>\$0.00</b>                         | \$7,465.94                | <b>\$15,060.30</b>        |
| <b>Payroll Withholding Accts.</b>              |                                       |                                            |                                |                                       |                           |                           |
| FIT Tax Collected                              | \$0.00                                | <b>\$7,259.63</b>                          | \$15,051.60                    | <b>\$7,259.63</b>                     | \$15,051.60               | <b>\$0.00</b>             |
| FICA Tax Collected                             | \$0.00                                | <b>\$7,034.25</b>                          | \$14,285.01                    | <b>\$7,034.25</b>                     | \$14,285.01               | <b>\$0.00</b>             |
| State Tax Collected                            | \$3,176.93                            | <b>\$3,361.93</b>                          | \$6,538.91                     | <b>\$3,210.79</b>                     | \$6,572.72                | <b>\$3,210.74</b>         |
| County Tax Collected                           | \$2,485.61                            | <b>\$2,685.20</b>                          | \$5,170.76                     | <b>\$2,591.10</b>                     | \$5,276.30                | <b>\$2,591.15</b>         |
| Deferred Comp.                                 | \$0.00                                | <b>\$1,890.00</b>                          | \$3,780.00                     | <b>\$1,890.00</b>                     | \$3,780.00                | <b>\$0.00</b>             |
| #125 Pre-tax Plan                              | \$5.76                                | <b>\$3,016.89</b>                          | \$5,887.16                     | <b>\$3,154.95</b>                     | \$5,882.73                | <b>\$1.33</b>             |
| Employee Life Insur.                           | \$0.72                                | <b>\$217.20</b>                            | \$440.40                       | <b>\$217.92</b>                       | \$441.84                  | <b>\$2.16</b>             |
| Employee INPRS                                 | \$0.00                                | <b>\$2,737.54</b>                          | \$5,573.99                     | <b>\$2,737.54</b>                     | \$5,573.99                | <b>\$0.00</b>             |
| Garnishments                                   | \$0.00                                | <b>\$0.00</b>                              | \$0.00                         | <b>\$108.00</b>                       | \$108.00                  | <b>\$108.00</b>           |
| Credit Union                                   | \$0.00                                | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$0.00</b>             |
| EIC                                            | \$0.00                                | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$0.00</b>             |
| <b>TOTAL ALL FUNDS.....</b>                    | <b>\$2,613,589.40</b>                 | <b>\$194,855.94</b>                        | <b>\$555,717.23</b>            | <b>\$100,181.73</b>                   | <b>\$211,152.04</b>       | <b>\$2,269,024.21</b>     |

***Bank Balances***  
***Jasper County Public Library***  
***Report as of: 2/28/15***

| <b><i>Bank</i></b> |                                    |              |
|--------------------|------------------------------------|--------------|
| 1                  | Alliance Bank                      | \$745,457.79 |
| 2                  | Demotte State Bank                 | \$11,986.48  |
| 4                  | PNC Bank                           | \$11,309.94  |
| 5                  | Cash On Hand                       | \$270.00     |
| 9                  | Fifth Third Bank CD#002-0668762355 | \$275,000.00 |
| 10                 | Fifth Third Bank CD#002-0668762363 | \$725,000.00 |
| 6                  | Fifth Third Bank CD#002-0668786509 | \$500,000.00 |

***Total all banks = \$2,269,024.21***

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

# Appropriation Report for 100 OPERATING FUND

## Jasper County Public Library

Report Date: From 2/1/15 To 2/28/15

| Account # Description                  | Annual<br>Appropriation | Change to<br>Appropriation | Current<br>Appropriation | Disbursements<br>This Month | Disbursements<br>YTD | Balance               | Percent     |
|----------------------------------------|-------------------------|----------------------------|--------------------------|-----------------------------|----------------------|-----------------------|-------------|
| <i>1. Personal Services</i>            |                         |                            |                          |                             |                      |                       |             |
| 1.11 SALARY OF LIBRARIAN               | \$65,582.00             | \$0.00                     | \$65,582.00              | \$5,465.20                  | \$10,850.67          | \$54,731.33           | 16.5        |
| 1.12 SALARY OF ASSISTANTS              | \$1,082,897.00          | \$0.00                     | \$1,082,897.00           | \$84,844.17                 | \$173,173.49         | \$909,723.51          | 16.0        |
| 1.13 WAGES OF JANITORS                 | \$68,692.00             | \$0.00                     | \$68,692.00              | \$4,497.55                  | \$8,021.92           | \$60,670.08           | 11.7        |
| 1.21 EMPLOYER'S SHARE-FICA             | \$93,114.00             | \$0.00                     | \$93,114.00              | \$7,034.20                  | \$14,284.95          | \$78,829.05           | 15.3        |
| 1.22 UNEMPLOYMENT<br>COMPENSATION      | \$3,544.00              | \$0.00                     | \$3,544.00               | \$0.00                      | \$349.67             | \$3,194.33            | 9.9         |
| 1.23 EMPLOYER'S CONTRIB.- PERF         | \$108,799.00            | \$0.00                     | \$108,799.00             | \$8,043.53                  | \$16,404.37          | \$92,394.63           | 15.1        |
| 1.24 EMPLOYER'S CONTRIB.- INS.         | \$132,389.00            | \$0.00                     | \$132,389.00             | \$9,593.84                  | \$21,775.88          | \$110,613.12          | 16.4        |
| <b>Subtotal</b>                        | <b>\$1,555,017.00</b>   |                            | <b>\$1,555,017.00</b>    | <b>\$119,478.49</b>         | <b>\$244,860.95</b>  | <b>\$1,310,156.05</b> | <b>15.7</b> |
| <i>2. Supplies</i>                     |                         |                            |                          |                             |                      |                       |             |
| 2.11 OFFICIAL RECORDS                  | \$600.00                | \$0.00                     | \$600.00                 | \$0.00                      | \$0.00               | \$600.00              | 0.0         |
| 2.12 STATIONERY AND PRINTING           | \$550.00                | \$0.00                     | \$550.00                 | \$187.17                    | \$187.17             | \$362.83              | 34.0        |
| 2.13 OTHER OFFICE SUPPLIES             | \$7,500.00              | \$0.00                     | \$7,500.00               | \$778.17                    | \$804.87             | \$6,695.13            | 10.7        |
| 2.21 CLEANING & SANITATION<br>SUPPLIES | \$6,000.00              | \$0.00                     | \$6,000.00               | \$480.75                    | \$499.23             | \$5,500.77            | 8.3         |
| 2.23 OTHER OPERATING SUPPLIES          | \$7,000.00              | \$0.00                     | \$7,000.00               | \$698.51                    | \$783.62             | \$6,216.38            | 11.2        |
| 2.31 BUILDING MATERIALS &<br>SUPPLIES  | \$1,000.00              | \$0.00                     | \$1,000.00               | \$0.00                      | \$0.00               | \$1,000.00            | 0.0         |
| 2.32 PAINT AND PAINTING<br>SUPPLIES    | \$200.00                | \$0.00                     | \$200.00                 | \$9.89                      | \$9.89               | \$190.11              | 4.9         |
| 2.33 REPAIR PARTS                      | \$2,000.00              | \$0.00                     | \$2,000.00               | \$18.35                     | \$261.10             | \$1,738.90            | 13.1        |
| 2.41 LIBRARY SUPPLIES                  | \$14,900.00             | \$0.00                     | \$14,900.00              | \$1,417.49                  | \$1,465.37           | \$13,434.63           | 9.8         |



| <i>Account # Description</i>         | <i>Annual<br/>Appropriation</i> | <i>Change to<br/>Appropriation</i> | <i>Current<br/>Appropriation</i> | <i>Disbursements<br/>This Month</i> | <i>Disbursements<br/>YTD</i> | <i>Balance</i>     | <i>Percent</i> |
|--------------------------------------|---------------------------------|------------------------------------|----------------------------------|-------------------------------------|------------------------------|--------------------|----------------|
| 2.42 MARKETING SUPPLIES              | \$50.00                         | \$0.00                             | \$50.00                          | \$0.00                              | \$0.00                       | \$50.00            | 0.0            |
| <b>Subtotal</b>                      | <b>\$39,800.00</b>              |                                    | <b>\$39,800.00</b>               | <b>\$3,590.33</b>                   | <b>\$4,011.25</b>            | <b>\$35,788.75</b> | <b>10.1</b>    |
| <i>3. Other Services and Charges</i> |                                 |                                    |                                  |                                     |                              |                    |                |
| 3.13 LEGAL SERVICES                  | \$5,000.00                      | \$0.00                             | \$5,000.00                       | \$712.50                            | \$712.50                     | \$4,287.50         | 14.3           |
| 3.14 OTHER PROFESSIONAL SERVICES     | \$6,500.00                      | \$0.00                             | \$6,500.00                       | \$989.96                            | \$1,494.96                   | \$5,005.04         | 23.0           |
| 3.145 DATABASES & LICENSING SERVICES | \$26,620.00                     | \$0.00                             | \$26,620.00                      | \$0.00                              | \$4,246.25                   | \$22,373.75        | 16.0           |
| 3.146 E-BOOKS SERVICES               | \$18,700.00                     | \$0.00                             | \$18,700.00                      | \$0.00                              | \$0.00                       | \$18,700.00        | 0.0            |
| 3.21 TELEPHONE                       | \$4,200.00                      | \$0.00                             | \$4,200.00                       | \$177.73                            | \$371.04                     | \$3,828.96         | 8.8            |
| 3.22 POSTAGE                         | \$3,000.00                      | \$0.00                             | \$3,000.00                       | \$5.75                              | \$189.15                     | \$2,810.85         | 6.3            |
| 3.23 MILEAGE                         | \$20,000.00                     | \$0.00                             | \$20,000.00                      | \$913.91                            | \$1,693.98                   | \$18,306.02        | 8.5            |
| 3.24 PROFESSIONAL MEETINGS           | \$8,000.00                      | \$0.00                             | \$8,000.00                       | \$0.00                              | \$170.29                     | \$7,829.71         | 2.1            |
| 3.25 FREIGHT                         | \$2,000.00                      | \$0.00                             | \$2,000.00                       | \$108.48                            | \$128.84                     | \$1,871.16         | 6.4            |
| 3.26 NETWORKING                      | \$64,860.00                     | \$0.00                             | \$64,860.00                      | \$0.00                              | \$1,461.00                   | \$63,399.00        | 2.3            |
| 3.31 ADVERTISING & PUBLIC NOTICES    | \$800.00                        | \$0.00                             | \$800.00                         | \$0.00                              | \$116.75                     | \$683.25           | 14.6           |
| 3.33 MARKETING ADVERTISING           | \$1,800.00                      | \$0.00                             | \$1,800.00                       | \$0.00                              | \$0.00                       | \$1,800.00         | 0.0            |
| 3.41 OFFICIAL BONDS                  | \$250.00                        | \$0.00                             | \$250.00                         | \$0.00                              | \$0.00                       | \$250.00           | 0.0            |
| 3.42 OTHER INSURANCE                 | \$29,500.00                     | \$0.00                             | \$29,500.00                      | \$0.00                              | \$2,660.90                   | \$26,839.10        | 9.0            |
| 3.51 GAS                             | \$45,000.00                     | \$0.00                             | \$45,000.00                      | \$2,553.30                          | \$5,284.82                   | \$39,715.18        | 11.7           |
| 3.52 ELECTRICITY                     | \$100,000.00                    | \$0.00                             | \$100,000.00                     | \$6,147.07                          | \$12,392.46                  | \$87,607.54        | 12.4           |
| 3.53 WATER                           | \$4,000.00                      | \$0.00                             | \$4,000.00                       | \$310.54                            | \$598.84                     | \$3,401.16         | 15.0           |
| 3.54 WASTE DISPOSAL SERVICES         | \$6,500.00                      | \$0.00                             | \$6,500.00                       | \$532.07                            | \$1,052.14                   | \$5,447.86         | 16.2           |
| 3.61 BUILDING & STRUCTURES           | \$55,920.00                     | \$0.00                             | \$55,920.00                      | \$2,434.79                          | \$3,319.79                   | \$52,600.21        | 5.9            |
| 3.62 EQUIPMENT REPAIRS               | \$1,000.00                      | \$0.00                             | \$1,000.00                       | \$0.00                              | \$0.00                       | \$1,000.00         | 0.0            |
| 3.72 EQUIPMENT RENTALS               | \$300.00                        | \$0.00                             | \$300.00                         | \$9.95                              | \$74.90                      | \$225.10           | 25.0           |
| 3.91 DUES                            | \$1,875.00                      | \$0.00                             | \$1,875.00                       | \$0.00                              | \$233.00                     | \$1,642.00         | 12.4           |

| <i>Account # Description</i>          | <i>Annual<br/>Appropriation</i> | <i>Change to<br/>Appropriation</i> | <i>Current<br/>Appropriation</i> | <i>Disbursements<br/>This Month</i> | <i>Disbursements<br/>YTD</i> | <i>Balance</i>        | <i>Percent</i> |
|---------------------------------------|---------------------------------|------------------------------------|----------------------------------|-------------------------------------|------------------------------|-----------------------|----------------|
| 3.93 TAXES & ASSESSMENTS              | \$250.00                        | \$0.00                             | \$250.00                         | \$0.00                              | \$0.00                       | \$250.00              | 0.0            |
| 3.94 TRANSFER TO LIRF                 | \$100,000.00                    | \$0.00                             | \$100,000.00                     | \$0.00                              | \$0.00                       | \$100,000.00          | 0.0            |
| 3.95 BOOK REIMBURSEMENT               | \$100.00                        | \$45.11                            | \$145.11                         | \$45.11                             | \$45.11                      | \$100.00              | 31.1           |
| 3.96 PETTY CASH                       | \$120.00                        | \$0.00                             | \$120.00                         | \$0.00                              | \$0.00                       | \$120.00              | 0.0            |
| 3.98 MAINTENANCE/SERVICE<br>CONTRACTS | \$112,057.00                    | \$0.00                             | \$112,057.00                     | \$3,032.69                          | \$19,040.81                  | \$93,016.19           | 17.0           |
| <b>Subtotal</b>                       | <b>\$618,352.00</b>             | <b>\$45.11</b>                     | <b>\$618,397.11</b>              | <b>\$17,973.85</b>                  | <b>\$55,287.53</b>           | <b>\$563,109.58</b>   | <b>8.9</b>     |
| <i>4. Capital Outlays</i>             |                                 |                                    |                                  |                                     |                              |                       |                |
| 4.4 FURNITURE & EQUIPMENT             | \$51,648.00                     | \$0.00                             | \$51,648.00                      | \$72.37                             | \$72.37                      | \$51,575.63           | 0.1            |
| 4.51 BOOKS                            | \$160,300.00                    | \$0.00                             | \$160,300.00                     | \$11,341.99                         | \$13,480.42                  | \$146,819.58          | 8.4            |
| 4.52 PERIODICALS &<br>NEWSPAPERS      | \$25,000.00                     | \$0.00                             | \$25,000.00                      | \$404.74                            | \$1,238.45                   | \$23,761.55           | 5.0            |
| 4.53 NONPRINTED MATERIALS             | \$58,000.00                     | \$0.00                             | \$58,000.00                      | \$1,952.51                          | \$2,387.77                   | \$55,612.23           | 4.1            |
| <b>Subtotal</b>                       | <b>\$294,948.00</b>             |                                    | <b>\$294,948.00</b>              | <b>\$13,771.61</b>                  | <b>\$17,179.01</b>           | <b>\$277,768.99</b>   | <b>5.8</b>     |
| <b>Grand Total</b>                    | <b>\$2,508,117.00</b>           | <b>\$45.11</b>                     | <b>\$2,508,162.11</b>            | <b>\$154,814.28</b>                 | <b>\$321,338.74</b>          | <b>\$2,186,823.37</b> | <b>12.8</b>    |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3D

**Appropriation Report for      155 STATE TECHN.FUND GRANT**  
**Jasper County Public Library**

**Report Date: From      2/1/15 To      2/28/15**

| <i>Account # Description</i>         | <i>Annual<br/>Appropriation</i> | <i>Change to<br/>Appropriation</i> | <i>Current<br/>Appropriation</i> | <i>Disbursements<br/>This Month</i> | <i>Disbursements<br/>YTD</i> | <i>Balance</i>      | <i>Percent</i> |
|--------------------------------------|---------------------------------|------------------------------------|----------------------------------|-------------------------------------|------------------------------|---------------------|----------------|
| <b>3. Other Services and Charges</b> |                                 |                                    |                                  |                                     |                              |                     |                |
| 3.26 NETWORKING                      | \$0.00                          | \$0.00                             | \$0.00                           | \$1,461.00                          | \$1,461.00                   | (\$1,461.00)        | 0.0            |
| <b>Subtotal</b>                      | <b>\$0.00</b>                   |                                    | <b>\$0.00</b>                    | <b>\$1,461.00</b>                   | <b>\$1,461.00</b>            | <b>(\$1,461.00)</b> | <b>0.0</b>     |
| <b>Grand Total</b>                   | <b>\$0.00</b>                   | <b>\$0.00</b>                      | <b>\$0.00</b>                    | <b>\$1,461.00</b>                   | <b>\$1,461.00</b>            | <b>(\$1,461.00)</b> | <b>0.0</b>     |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

***Appropriation Report for***      **196 INSURANCE SETTLEMENT F**  
***Jasper County Public Library***

***Report Date: From***      **2/1/15** ***To***      **2/28/15**

| <b><i>Account # Description</i></b> | <b><i>Annual Appropriation</i></b> | <b><i>Change to Appropriation</i></b> | <b><i>Current Appropriation</i></b> | <b><i>Disbursements This Month</i></b> | <b><i>Disbursements YTD</i></b> | <b><i>Balance</i></b> | <b><i>Percent</i></b> |
|-------------------------------------|------------------------------------|---------------------------------------|-------------------------------------|----------------------------------------|---------------------------------|-----------------------|-----------------------|
| <b><i>4. Capital Outlays</i></b>    |                                    |                                       |                                     |                                        |                                 |                       |                       |
| 4.4 FURNITURE & EQUIPMENT           | \$0.00                             | \$0.00                                | \$0.00                              | \$1,269.09                             | \$4,707.45                      | (\$4,707.45)          | 0.0                   |
| <b>Subtotal</b>                     | \$0.00                             |                                       | \$0.00                              | \$1,269.09                             | \$4,707.45                      | (\$4,707.45)          | 0.0                   |
| <b>Grand Total</b>                  | \$0.00                             | \$0.00                                | \$0.00                              | \$1,269.09                             | \$4,707.45                      | (\$4,707.45)          | 0.0                   |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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## *Changes to Appropriations*

| <i>Date</i> | <i>Fund</i>        | <i>Account</i>             | <i>Amount</i> | <i>Reason</i>                          |
|-------------|--------------------|----------------------------|---------------|----------------------------------------|
| 2/9/15      | 100 OPERATING FUND | 3.95 BOOK<br>REIMBURSEMENT | \$45.11       | Refund on Ovrpymt Pd 1/14/15 - A/P#104 |

### **Net Changes by Fund**

| <i>Fund Number</i> | <i>Net Change</i> |
|--------------------|-------------------|
| 100                | \$45.11           |

# Voucher List

## Jasper County Public Library

Report Date: From 2/1/15 To 2/28/15

| Warrant Number | Claim Number | Name of Claimant          | Date   | Explanation                                                                                                                                                                                                                                                                                                                                     | Total       |
|----------------|--------------|---------------------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 33643          | 77           | 4-COUNTY SUPPLY           | 2/9/15 | Urinal repair parts                                                                                                                                                                                                                                                                                                                             | \$7.38      |
| 33644          | 78           | AARON'S LAWN CARE         | 2/9/15 | DeM & Wh: Snow removal                                                                                                                                                                                                                                                                                                                          | \$960.00    |
| 33645          | 79           | ACE HARDWARE              | 2/9/15 | Children's program supplies, cleaning supplies, keys, snow shovel                                                                                                                                                                                                                                                                               | \$55.42     |
| 33646          | 80           | AFFORDABLE ALTERNATIVES   | 2/9/15 | Labels                                                                                                                                                                                                                                                                                                                                          | \$70.75     |
| 33647          | 81           | AMERICAN LIBRARY ASSOCIA  | 2/9/15 | Bookmarks, poster set                                                                                                                                                                                                                                                                                                                           | \$23.80     |
| 33648          | 82           | ANTHEM BLUE CROSS BLUE    | 2/9/15 | Health Insurance premiums- February                                                                                                                                                                                                                                                                                                             | \$11,598.08 |
| 33649          | 83           | ANTHEM LIFE               | 2/9/15 | Life Insurance premiums- February                                                                                                                                                                                                                                                                                                               | \$93.42     |
| 33650          | 84           | BAKER & TAYLOR            | 2/9/15 | Books, Continuations, AV, Auto. Yours                                                                                                                                                                                                                                                                                                           | \$10,954.78 |
| 33651          | 85           | BAKER & TAYLOR ENTERTAIN  | 2/9/15 | DVDs                                                                                                                                                                                                                                                                                                                                            | \$163.84    |
| 33652          | 86           | BLUETARP FINANCIAL, INC   | 2/9/15 | Urinal repair parts, garden hose adaptor, paint                                                                                                                                                                                                                                                                                                 | \$26.85     |
| 33653          | 87           | CAMPBELL PRINTING COMPA   | 2/9/15 | Letterhead                                                                                                                                                                                                                                                                                                                                      | \$187.17    |
| 33654          | 88           | CARDINAL OFFICE PRODUCT   | 2/9/15 | DeM: Quarterly maintenance agreement on work room copier 10/21/14-1/21/15                                                                                                                                                                                                                                                                       | \$459.00    |
| 33655          | 89           | CAROLYNN DeVRIES          | 2/9/15 | Children's supplies                                                                                                                                                                                                                                                                                                                             | \$54.11     |
| 33656          | 90           | CIRCLE R ELECTRIC, INC.   | 2/9/15 | Wh: Interior lighting work, relamp 2 parking lot fixtures, add ground bar to computer rack, rebuild insides to 1 parking lot light                                                                                                                                                                                                              | \$937.29    |
| 33657          | 91           | DEBORAH KRISTOFF          | 2/9/15 | Book Club expenses                                                                                                                                                                                                                                                                                                                              | \$20.44     |
| 33658          | 92           | DELTA DENTAL              | 2/9/15 | Dental Insurance premiums- February 2015                                                                                                                                                                                                                                                                                                        | \$387.08    |
| 33659          | 93           | DELUXE BUSINESS CHECKS    | 2/9/15 | Wh: Deposit slips                                                                                                                                                                                                                                                                                                                               | \$78.37     |
| 33660          | 94           | DEMCO                     | 2/9/15 | Polypropylene crystal clear tape, classification labels, fastape, polyfit, label protectors, credit on drawer insert (incorrect size)                                                                                                                                                                                                           | \$61.53     |
| 33661          | 95           | ENA SERVICES LLC          | 2/9/15 | Internet service for January 2015                                                                                                                                                                                                                                                                                                               | \$1,461.00  |
| 33662          | 96           | FASE-KALUF TV & APPLIANCE | 2/9/15 | Wiring to ground server rack                                                                                                                                                                                                                                                                                                                    | \$7.99      |
| 33663          | 97           | FLEX-PAC INC              | 2/9/15 | Toilet paper, paper towel rolls, m-fold towels                                                                                                                                                                                                                                                                                                  | \$173.26    |
| 33664          | 98           | GALE/CENGAGE LEARNING     | 2/9/15 | Books                                                                                                                                                                                                                                                                                                                                           | \$68.85     |
| 33665          | 99           | GARY SAMMONS              | 2/9/15 | Appriasal of property located at: 228 W. 10th St SW, DeMotte, IN 46310                                                                                                                                                                                                                                                                          | \$300.00    |
| 33666          | 100          | HAMSTRA BUILDERS, INC.    | 2/9/15 | Wh: 2015 HVAC Service Contract                                                                                                                                                                                                                                                                                                                  | \$1,150.00  |
| 33667          | 101          | HERITAGE OFFICE PRODUCT   | 2/9/15 | Name tags                                                                                                                                                                                                                                                                                                                                       | \$46.00     |
| 33668          | 102          | HP PRODUCTS               | 2/9/15 | Odor counteractant, toilet bowl mops, hand sanitizer, glass cleaner; Rens: outside entry mats                                                                                                                                                                                                                                                   | \$2,274.52  |
| 33669          | 103          | INDIANA DEPARTMENT OF EN  | 2/9/15 | Wh: Annual public water system fee                                                                                                                                                                                                                                                                                                              | \$100.00    |
| 33670          | 104          | JACK SHEPPARD             | 2/9/15 | Reimbursement for patron overpayment of overdue items                                                                                                                                                                                                                                                                                           | \$45.11     |
| 33671          | 105          | JANICE WILMA              | 2/9/15 | Train Day expenses, Duplos, books                                                                                                                                                                                                                                                                                                               | \$95.05     |
| 33672          | 106          | JASPER COUNTY HISTORICAL  | 2/9/15 | Vintage Views- Issue 23                                                                                                                                                                                                                                                                                                                         | \$10.00     |
| 33673          | 107          | JUNIOR LIBRARY GUILD      | 2/9/15 | Books                                                                                                                                                                                                                                                                                                                                           | \$189.00    |
| 33674          | 108          | KANKAKEE VALLEY HIGH SCH  | 2/9/15 | 2014-2015 Yearbook                                                                                                                                                                                                                                                                                                                              | \$65.00     |
| 33675          | 109          | LINDA POORTENGA           | 2/9/15 | Mileage 1/10-1/28/15: Bank deposit, B2B Meeting, Meeting with book vendor, Librarian's Council Meeting                                                                                                                                                                                                                                          | \$90.51     |
| 33676          | 110          | MICHAEL R. ANDERSON       | 2/9/15 | Rens: Snow Removal 1/5-1/21/15                                                                                                                                                                                                                                                                                                                  | \$437.50    |
| 33677          | 111          | NETWISE RESOURCES         | 2/9/15 | Rens staff copier quarterly service agreement                                                                                                                                                                                                                                                                                                   | \$466.12    |
| 33678          | 112          | OFFICE DEPOT              | 2/9/15 | Label tape, monthly index dividers, golf pencils, pressboard covers, pens, pencils, paper clips, rubberbands, tape, copy paper, colored copy paper, spray bottles, super glue, antiviral masks, wristrest, binder clips, 8 tab dividers, 5 tab dividers, 3-hole punch, construction paper, business cards, cotton balls, paper towel dispensers | \$360.24    |
| 33679          | 113          | PATTY STRINGFELLOW        | 2/9/15 | Mileage 1/5-1/28/15: Collect Board Treasurer signature, Staff performance reviews, Librarian's Council meeting                                                                                                                                                                                                                                  | \$74.75     |



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| <i>Warrant<br/>Number</i> | <i>Claim<br/>Number</i> | <i>Name of Claimant</i>   | <i>Date</i> | <i>Explanation</i>                                                                                                                   | <i>Total</i> |
|---------------------------|-------------------------|---------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 33680                     | 114                     | QUILL CORPORATION         | 2/9/15      | Goo Gone, copy paper, cable ties, 5" binder, toner cartridges                                                                        | \$398.30     |
| 33681                     | 115                     | REPUBLIC SERVICES #715    | 2/9/15      | Wh: Trash Service- February 2015                                                                                                     | \$64.95      |
| 33682                     | 116                     | STEVE WHITED              | 2/9/15      | Appraisal of property located at: 228 10th St. SW, DeMotte, IN 46310                                                                 | \$300.00     |
| 33684                     | 117                     | SVT, LLC                  | 2/9/15      | Management Meeting expenses                                                                                                          | \$18.05      |
| 33683                     | 118                     | SUNRISE PACKAGING INC.    | 2/9/15      | Audiobook cases                                                                                                                      | \$437.45     |
| 33685                     | 119                     | THOMSON REUTERS - WEST    | 2/9/15      | Continuations                                                                                                                        | \$223.00     |
| 33686                     | 120                     | TOWN OF DEMOTTE           | 2/9/15      | DeM: Sewer & Water- January 2015                                                                                                     | \$220.58     |
| 33687                     | 121                     | TOWN OF WHEATFIELD        | 2/9/15      | Wh: Sewer- February 2015                                                                                                             | \$56.65      |
| 33688                     | 122                     | TRUGREEN PROCESSING CE    | 2/9/15      | Ice Melt                                                                                                                             | \$520.00     |
| 33689                     | 123                     | VISION SERVICE PLAN- (IN) | 2/9/15      | Vision Insurance Premiums- February 2015                                                                                             | \$202.81     |
| 33690                     | 124                     | WAL-MART COMMUNITY/RFC    | 2/9/15      | Wipes, children's program supplies, Winter Read prizes, children's supplies, DVDs                                                    | \$566.42     |
| 33691                     | 125                     | WASTE MANAGEMENT          | 2/9/15      | DeM: Trash Pick-up, February 2015                                                                                                    | \$87.98      |
| 0                         | 126                     | PAYROLL                   | 2/10/15     | PAYROLL                                                                                                                              | \$49,145.13  |
| 0                         | 127                     | ALLIANCE BANK             | 2/9/15      | Direct Deposit Fees January 2015                                                                                                     | \$36.30      |
| 33692                     | 128                     | ANTHEM BLUE CROSS BLUE    | 2/9/15      | Administrative COBRA services-2015 (17 participants)                                                                                 | \$306.00     |
| 33693                     | 129                     | BUSINESS CARD             | 2/9/15      | Background checks, light fixtures, light bulbs, humidifier filter, camera, SD card, camera case, tripod, electric kettle, DVD return | \$494.01     |
| 33694                     | 130                     | CENTER POINT PUBLISHING   | 2/9/15      | Books                                                                                                                                | \$532.08     |
| 33695                     | 131                     | CENTURYLINK               | 2/9/15      | Rens: Local phone & fax service- February 2015                                                                                       | \$123.51     |
| 33696                     | 132                     | CULLIGAN WATER CONDITIO   | 2/9/15      | Wh: Water Cooler Rental-February 2015, 5-gallon drinking water- 6                                                                    | \$53.65      |
| 33697                     | 133                     | DUMAS & MAHNESMITH P.C.   | 2/9/15      | Legal Assistance: Property Purchase                                                                                                  | \$712.50     |
| 33698                     | 134                     | JASON SHEPHERD            | 2/9/15      | DVDs                                                                                                                                 | \$65.00      |
| 33699                     | 135                     | NETWISE RESOURCES         | 2/9/15      | Wh: staff copier quarterly service agreement                                                                                         | \$112.60     |
| 33700                     | 136                     | NIPSCO                    | 2/9/15      | Gas & electric service                                                                                                               | \$5,834.20   |
| 33701                     | 137                     | RAYANN GILMORE            | 2/9/15      | Rens Petty Cash: laundry, postage                                                                                                    | \$40.75      |
| 0                         | 138                     | SAGE PAYMENT SOLUTIONS    | 2/9/15      | Merchant Processing Fees- January 2015 (automatic withdrawal on 2/2/15)                                                              | \$62.32      |
| 33702                     | 139                     | SIMPLEXGRINNELL           | 2/9/15      | Rens: Annual Fire Alarm Test & Inspection                                                                                            | \$451.00     |
| 33703                     | 140                     | TEI LANDMARK AUDIO        | 2/9/15      | Wh: Playaway Lease 2/1/15-1/31/16                                                                                                    | \$855.00     |
| 33704                     | 141                     | UNIQUE MANAGEMENT SERVI   | 2/9/15      | Collections: Initial/Secondary Placements- January 2015                                                                              | \$295.35     |
| 0                         | 142                     | BILL HROMADA              | 2/10/15     | Courier Mileage, 1/16/15-1/31/15 (Conf #211)                                                                                         | \$392.15     |
| 0                         | 143                     | GREAT-WEST RETIREMENT S   | 2/10/15     | Annuity Withheld 2/10/15 payroll (Conf. #212)                                                                                        | \$945.00     |
| 0                         | 144                     | INDIANA DEPARTMENT OF RE  | 2/10/15     | EFT-State & County Taxes w/held January 2015 Payrolls (Ref #93568)                                                                   | \$6,047.13   |
| 0                         | 145                     | INPRS fbo PERF            | 2/10/15     | 2/10/15 Payroll Contributions                                                                                                        | \$5,557.63   |
| 0                         | 146                     | IRS USA TAXPAYMENT        | 2/10/15     | EFT-FICA & Federal Taxes w/held 2/10/15 (Ref #94236192)                                                                              | \$11,107.80  |
| 0                         | 147                     | PAYROLL                   | 2/25/15     | PAYROLL                                                                                                                              | \$45,661.79  |
| 0                         | 148                     | AFLAC                     | 2/23/15     | Supplemental Insurance February 2015 (Conf. #214)                                                                                    | \$546.54     |
| 0                         | 149                     | BILL HROMADA              | 2/23/15     | Courier Mileage, 2/2/15-2/13/15 (Conf #213)                                                                                          | \$356.50     |
| 0                         | 150                     | CENTURYLINK               | 2/23/15     | WH: Local Phone Service January 2015 (Conf #216)                                                                                     | \$39.72      |
| 0                         | 151                     | CENTURYLINK               | 2/23/15     | WH: Fax Service February 2015 (Conf. # 217)                                                                                          | \$14.50      |
| 0                         | 152                     | CHICAGO TRIBUNE           | 2/23/15     | DeM: Newspaper subscription 3/10-9/6/14 (Conf #219)                                                                                  | \$259.74     |
| 0                         | 153                     | CITY OF RENSSELAER        | 2/23/15     | RENS: Utilities 1/08/14 - 2/9/15 (Conf. #215)                                                                                        | \$3,234.92   |
| 0                         | 154                     | GREAT-WEST RETIREMENT S   | 2/23/15     | Annuity Withheld 2/25/15 payroll (Conf. #228)                                                                                        | \$945.00     |
| 0                         | 155                     | IRS USA TAXPAYMENT        | 2/23/15     | EFT-FICA & Federal Taxes w/held 2/25/15 (Ref #65802425)                                                                              | \$10,220.28  |
| 0                         | 156                     | INPRS fbo PERF            | 2/23/15     | 2/25/15 Payroll Contributions                                                                                                        | \$5,223.44   |
| 0                         | 157                     | COMMUNITY MEDIA GROUP, I  | 2/23/15     | Rensselaer Republican Subscription, 2/26/15-2/25/16 (Conf. #218)                                                                     | \$135.00     |
| 0                         | 158                     | JASPER COUNTY PUBLIC LIB  | 2/27/15     | Levy Excess Transfer per DLGF                                                                                                        | \$8,399.00   |

F4c

| <i>Warrant<br/>Number</i>     | <i>Claim<br/>Number</i> | <i>Name of Claimant</i> | <i>Date</i> | <i>Explanation</i> | <i>Total</i>        |
|-------------------------------|-------------------------|-------------------------|-------------|--------------------|---------------------|
| <hr/>                         |                         |                         |             |                    |                     |
| <i>Total Amount of Claims</i> |                         |                         |             |                    | <b>\$194,855.94</b> |

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, March 04, 2015

\_\_\_\_\_  
Fiscal Officer

### ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **\$194,855.94**

Date this 9<sup>th</sup> day of March, 20 15.

|  |  |  |
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### SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

**JASPER COUNTY PUBLIC LIBRARY**  
**Receipt Breakdown**  
**February 28, 2015**

|                                                   | <u>THIS MONTH</u> | <u>YEAR-TO-DATE</u> | <u>TOTAL RECEIPTS<br/>THIS MONTH</u> | <u>TOTAL RECEIPTS<br/>YEAR-TO-DATE</u> |
|---------------------------------------------------|-------------------|---------------------|--------------------------------------|----------------------------------------|
| <b>FINES &amp; FEES:</b>                          |                   |                     | \$2,993.96                           | \$6,474.20                             |
| DeMotte                                           | \$906.64          | \$2,097.99          |                                      |                                        |
| Rensselaer                                        | \$1,147.90        | \$2,548.69          |                                      |                                        |
| Wheatfield                                        | \$939.42          | \$1,827.52          |                                      |                                        |
| <b>PHOTOCOPIES:</b>                               |                   |                     | \$886.36                             | \$1,692.16                             |
| DeMotte                                           | \$363.40          | \$683.75            |                                      |                                        |
| Rensselaer                                        | \$378.26          | \$719.91            |                                      |                                        |
| Wheatfield                                        | \$144.70          | \$288.50            |                                      |                                        |
| <b>INTEREST (Checking, Repurchase, CDs):.....</b> |                   |                     | \$43.06                              | \$102.39                               |
| <b>TAXES:</b>                                     |                   |                     | \$57,709.66                          | \$115,419.32                           |
| Property Tax                                      | \$0.00            | \$0.00              |                                      |                                        |
| LOIT                                              | \$0.00            | \$0.00              |                                      |                                        |
| License Excise Tax                                | \$0.00            | \$0.00              |                                      |                                        |
| Financial Institution Tax                         | \$0.00            | \$0.00              |                                      |                                        |
| CVET(Commercial Vehicle Excise)                   | \$0.00            | \$0.00              |                                      |                                        |
| Local Option/Certified Shares                     | \$47,192.33       | \$94,384.66         |                                      |                                        |
| Local Option/Property Tax Repl.                   | \$10,517.33       | \$21,034.66         |                                      |                                        |
| <b>TAXABLE SALES:- .....</b>                      |                   |                     | \$14.14                              | \$15.17                                |
| <b>REFUNDS:</b>                                   |                   |                     | \$9,466.50                           | \$11,077.81                            |
| Rebates/Refund                                    | \$9.96            | \$9.96              |                                      |                                        |
| Insurance Claims/Reimbursements                   | \$682.24          | \$2,123.55          |                                      |                                        |
| Meeting Room Rental                               | \$250.00          | \$350.00            |                                      |                                        |
| Reimbursement                                     | \$0.00            | \$70.00             |                                      |                                        |
| Fixed Asset Sales                                 | \$0.00            | \$0.00              |                                      |                                        |
| Miscellaneous Receipts                            | \$125.30          | \$125.30            |                                      |                                        |
| Interfund Transfer                                | \$8,399.00        | \$8,399.00          |                                      |                                        |
| <b>TOTAL OPERATING FUND RECEIPTS.....</b>         |                   |                     | <b>\$71,113.68</b>                   | <b>\$134,781.05</b>                    |
| <b>PLAC FUND:.....</b>                            |                   |                     | \$0.00                               | \$0.00                                 |
| <b>GIFT FUNDS:</b>                                |                   |                     | \$826.65                             | \$2,135.50                             |
| DeMotte                                           | \$0.00            | \$500.00            |                                      |                                        |
| Rensselaer                                        | \$500.00          | \$740.00            |                                      |                                        |
| Wheatfield                                        | \$326.65          | \$895.50            |                                      |                                        |
| <b>LIB. IMPROV. RESERVE FUND: .....</b>           |                   |                     | \$15.32                              | \$31.73                                |
| Interest Earned                                   | \$15.32           | \$31.73             |                                      |                                        |
| Transfer from OPERATING                           | \$0.00            | \$0.00              |                                      |                                        |
| <b>BOND &amp; INTEREST REDEMPTION FUND:</b>       |                   |                     | \$0.00                               | \$0.00                                 |
| Property Tax                                      | \$0.00            | \$0.00              |                                      |                                        |
| License Excise Tax                                | \$0.00            | \$0.00              |                                      |                                        |
| Financial Institution Tax                         | \$0.00            | \$0.00              |                                      |                                        |
| CVET(Commercial Vehicle Excise)                   | \$0.00            | \$0.00              |                                      |                                        |
| Interfund Transfer                                | \$0.00            | \$0.00              |                                      |                                        |
| <b>RAINY DAY FUND:</b>                            |                   |                     | \$0.00                               | \$0.00                                 |
| Special CAGIT Distribution                        | \$0.00            | \$0.00              |                                      |                                        |
| Interest Earned                                   | \$0.00            | \$0.00              |                                      |                                        |
| <b>STATE TECHNOLOGY FUND GRANT FUND:- .....</b>   |                   |                     | \$0.00                               | \$9,733.00                             |
| <b>CAPITAL PROJECTS FUND:</b>                     |                   |                     | \$3.41                               | \$7.07                                 |
| Interest Earned                                   | \$3.41            | \$7.07              |                                      |                                        |
| Property Tax                                      | \$0.00            | \$0.00              |                                      |                                        |
| License Excise Tax                                | \$0.00            | \$0.00              |                                      |                                        |
| Financial Institution Tax                         | \$0.00            | \$0.00              |                                      |                                        |
| CVET(Commercial Vehicle Excise)                   | \$0.00            | \$0.00              |                                      |                                        |
| Interfund Transfer                                | \$0.00            | \$0.00              |                                      |                                        |
| <b>HOST/HOSPITALITY FUND:-----</b>                |                   |                     | \$0.00                               | \$0.00                                 |
| <b>LEVY EXCESS FUND:-----</b>                     |                   |                     | \$0.00                               | \$0.00                                 |
| <b>SALES TAX:-----</b>                            |                   |                     | \$18.49                              | \$25.56                                |
| <b>CASH CHANGE FUND</b>                           |                   |                     | \$0.00                               | \$0.00                                 |
| <b>INSURANCE REFUND FUND:</b>                     |                   |                     | \$0.00                               | \$0.00                                 |
| Interfund Transfer                                | \$0.00            | \$0.00              |                                      |                                        |
| <b>INSURANCE SETTLEMENT FUND</b>                  |                   |                     | \$0.00                               | \$7,465.94                             |
| <b>SUB-TOTAL (page 1).....</b>                    |                   |                     | <b>\$71,977.55</b>                   | <b>\$154,179.85</b>                    |

**WITHHOLDING ACCOUNT FUNDS:**

|                                        |            |             |                     |                     |
|----------------------------------------|------------|-------------|---------------------|---------------------|
|                                        |            |             | \$28,204.18         | \$56,972.19         |
| FIT Tax Collected                      | \$7,259.63 | \$15,051.60 |                     |                     |
| FICA Collected                         | \$7,034.25 | \$14,285.01 |                     |                     |
| State Tax Collected                    | \$3,210.79 | \$6,572.72  |                     |                     |
| County Tax Collected                   | \$2,591.10 | \$5,276.30  |                     |                     |
| Deferred Comp Plan                     | \$1,890.00 | \$3,780.00  |                     |                     |
| Pre-tax Insurance Plans                | \$3,154.95 | \$5,882.73  |                     |                     |
| Life Insurance                         | \$217.92   | \$441.84    |                     |                     |
| INPRS                                  | \$2,737.54 | \$5,573.99  |                     |                     |
| Garnishments                           | \$108.00   | \$108.00    |                     |                     |
| Credit Union                           | \$0.00     | \$0.00      |                     |                     |
| <b>TOTAL RECEIPTS - ALL FUNDS.....</b> |            |             | <b>\$100,181.73</b> | <b>\$211,152.04</b> |

F69

# Voucher List

## Jasper County Public Library

Report Date: From **3/1/15** To **3/9/15**

| <i>Warrant<br/>Number</i> | <i>Claim<br/>Number</i> | <i>Name of Claimant</i>   | <i>Date</i> | <i>Explanation</i>                                                                                                                                                                                                                                                       | <i>Total</i> |
|---------------------------|-------------------------|---------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 33705                     | 159                     | AARON'S LAWN CARE         | 3/9/15      | DeM & Wh: Snow removal                                                                                                                                                                                                                                                   | \$1,170.00   |
| 33706                     | 160                     | ACE HARDWARE              | 3/9/15      | Light bulbs                                                                                                                                                                                                                                                              | \$9.98       |
| 33707                     | 161                     | AMERICAN LIBRARY ASSOCIA  | 3/9/15      | Bookmarks                                                                                                                                                                                                                                                                | \$83.00      |
| 33708                     | 162                     | ANTHEM BLUE CROSS BLUE    | 3/9/15      | Health Insurance premiums- March 2015                                                                                                                                                                                                                                    | \$11,598.08  |
| 33709                     | 163                     | ANTHEM LIFE               | 3/9/15      | Life Insurance premiums- March 2015                                                                                                                                                                                                                                      | \$93.42      |
| 33710                     | 164                     | AUTOMATIC DOOR SERVICE    | 3/9/15      | Rens: Reattach the exit device on interior door of main entrance                                                                                                                                                                                                         | \$214.08     |
| 33711                     | 165                     | BAKER & TAYLOR            | 3/9/15      | Books, Continuations, AV, Auto. Yours                                                                                                                                                                                                                                    | \$9,350.05   |
| 33712                     | 166                     | BAKER & TAYLOR ENTERTAIN  | 3/9/15      | DVDs                                                                                                                                                                                                                                                                     | \$344.06     |
| 33713                     | 167                     | CAPSTONE PRESS, INC       | 3/9/15      | Books                                                                                                                                                                                                                                                                    | \$750.97     |
| 33714                     | 168                     | CAVENDISH SQUARE PUBLIS   | 3/9/15      | Books                                                                                                                                                                                                                                                                    | \$161.65     |
| 33715                     | 169                     | CIRCLE R ELECTRIC, INC.   | 3/9/15      | Rens: furnish & install one 20 amp duplex receptacle for copier; repair sidewalk light & art wall switch; furnish & install one 15 amp duplex receptacle & one stainless steel duplex receptacle plate in meeting room floor outlet due to flood; DeM: repair flag light | \$967.62     |
| 33716                     | 170                     | CREATIVE PRODUCT SOURC    | 3/9/15      | Custom 2" stickers                                                                                                                                                                                                                                                       | \$160.26     |
| 33717                     | 171                     | DAVIDSON TITLES INC.      | 3/9/15      | Books                                                                                                                                                                                                                                                                    | \$1,730.89   |
| 33718                     | 172                     | DAVIS WATER CONDITIONING  | 3/9/15      | DeM: 50# bags of solar salt- 14                                                                                                                                                                                                                                          | \$115.00     |
| 33719                     | 173                     | DEBORAH KRISTOFF          | 3/9/15      | Management meeting expenses                                                                                                                                                                                                                                              | \$24.92      |
| 33720                     | 174                     | DELL MARKETING L.P.       | 3/9/15      | Toner cartridges                                                                                                                                                                                                                                                         | \$531.01     |
| 33721                     | 175                     | DONNA BARKO               | 3/9/15      | Mileage 1/5-2/22/15: Bank deposits, Post Office                                                                                                                                                                                                                          | \$22.83      |
| 33722                     | 176                     | ENA SERVICES LLC          | 3/9/15      | Internet service fo February 2015                                                                                                                                                                                                                                        | \$1,461.00   |
| 33723                     | 177                     | FLEX-PAC INC              | 3/9/15      | Toilet paper, paper towel rolls, hand soap, m-folds                                                                                                                                                                                                                      | \$314.32     |
| 33724                     | 178                     | GALE/CENGAGE LEARNING     | 3/9/15      | Books                                                                                                                                                                                                                                                                    | \$53.65      |
| 33725                     | 179                     | HP PRODUCTS               | 3/9/15      | Neutral cleaner, trash bags, mop heads,                                                                                                                                                                                                                                  | \$301.20     |
| 33726                     | 180                     | JEREMY TROIKE             | 3/9/15      | Garnishment mistakenly taken out of 2/10/15 & 2/25/15 paychecks.                                                                                                                                                                                                         | \$108.00     |
| 33727                     | 181                     | JUNIOR LIBRARY GUILD      | 3/9/15      | Books                                                                                                                                                                                                                                                                    | \$183.00     |
| 33728                     | 182                     | KAREN LAND                | 3/9/15      | Program presenter                                                                                                                                                                                                                                                        | \$750.00     |
| 33730                     | 183                     | MAGAZINE SUBSCRIPTION SE  | 3/9/15      | Annual June- August Magazine Subscription Renewals                                                                                                                                                                                                                       | \$3,650.98   |
| 33731                     | 184                     | MICHAEL R. ANDERSON       | 3/9/15      | Rens: Snow removal 2/1-2/5/15                                                                                                                                                                                                                                            | \$400.00     |
| 33729                     | 185                     | M W INSURANCE AGENCY      | 3/9/15      | Bonds for Treasurer and Assistant Treasurer                                                                                                                                                                                                                              | \$200.00     |
| 33732                     | 186                     | OVERDRIVE                 | 3/9/15      | Database Maintenance Fee & Future Content Purchases (February 2015-January 2016)                                                                                                                                                                                         | \$3,000.00   |
| 33733                     | 187                     | PEGGY MICHELIN            | 3/9/15      | Mileage 12/30/14-2/17/15: AV shopping, returns, post office                                                                                                                                                                                                              | \$16.29      |
| 33734                     | 188                     | POSTMASTER                | 3/9/15      | Stamps                                                                                                                                                                                                                                                                   | \$201.60     |
| 33735                     | 189                     | PRECISION CONTROL SYSTE   | 3/9/15      | DeM: Air handler #1 down due to fault at drive. Inspected all leads from drive panel to motor connections. All ok. No signs of grounding. Fault code 16 disabled. Recycled air handler, no problems, operation ok.                                                       | \$428.00     |
| 33736                     | 190                     | RENSSELAER ROTARY CLUB    | 3/9/15      | January & February 2015 dues & meals                                                                                                                                                                                                                                     | \$96.00      |
| 33737                     | 191                     | REPUBLIC SERVICES #715    | 3/9/15      | Wh: Trash Service- March 2015                                                                                                                                                                                                                                            | \$64.95      |
| 33738                     | 192                     | ROEING CORPORATION        | 3/9/15      | HP Maintenance Kit                                                                                                                                                                                                                                                       | \$199.00     |
| 33739                     | 193                     | SCHOLASTIC LIBRARY        | 3/9/15      | Continuations                                                                                                                                                                                                                                                            | \$156.00     |
| 33740                     | 194                     | SENTIMENTAL PRODUCTIONS   | 3/9/15      | DVDs                                                                                                                                                                                                                                                                     | \$95.00      |
| 33741                     | 195                     | SIMPLEXGRINNELL           | 3/9/15      | Wh: Annual Fire Alarm Test & Inspection; service work on notifier fire alarm, replaced batteries                                                                                                                                                                         | \$1,841.02   |
| 33742                     | 196                     | SVT, LLC                  | 3/9/15      | Adult program supplies                                                                                                                                                                                                                                                   | \$26.73      |
| 33743                     | 197                     | ULINE                     | 3/9/15      | Filament tape                                                                                                                                                                                                                                                            | \$71.02      |
| 33744                     | 198                     | VISION SERVICE PLAN- (IN) | 3/9/15      | Vision Insurance Premiums- March 2015                                                                                                                                                                                                                                    | \$202.81     |

|       |     |                          |                                                                                                                                                                                                  |             |
|-------|-----|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 33745 | 199 | WAL-MART COMMUNITY/RFC   | 3/9/15 Children's supplies, children's program expenses, cleaning supplies, DVDs, CDs, staff anniversary expenses, Teen Tech Week prizes                                                         | \$1,225.19  |
| 33746 | 200 | WASTE MANAGEMENT         | 3/9/15 DeM: Trash Pick-up, March 2015                                                                                                                                                            | \$87.98     |
| 33747 | 201 | WILLIAM JAMERSON         | 3/9/15 Program Presenter                                                                                                                                                                         | \$250.00    |
| 33748 | 202 | YVONNE DEL VECCHIO       | 3/9/15 Mileage 1/5-2/27/15: deliver newsletter, Walking Books, Book Club, ASK Committee meeting                                                                                                  | \$76.07     |
| 0     | 204 | BILL HROMADA             | 3/9/15 Courier Mileage, 2/16/15-2/27/15 (Conf #221)                                                                                                                                              | \$356.50    |
| 0     | 205 | GREAT-WEST RETIREMENT S  | 3/9/15 Annuity Withheld 3/10/15 payroll (Conf. #224)                                                                                                                                             | \$945.00    |
| 0     | 206 | INDIANA DEPARTMENT OF RE | 3/9/15 EFT-State & County Taxes w/held February 2015 Payrolls (Ref #64945)                                                                                                                       | \$5,801.89  |
| 0     | 207 | INPRS fbo PERF           | 3/9/15 3/10/15 Payroll Contributions                                                                                                                                                             | \$5,248.37  |
| 0     | 208 | IRS USA TAXPAYMENT       | 3/9/15 EFT-FICA & Federal Taxes w/held 3/10/15 (Ref #95830645)                                                                                                                                   | \$10,289.78 |
| 0     | 209 | TOWN OF DEMOTTE          | 3/9/15 DeM: Sewer & Water- February 2015                                                                                                                                                         | \$199.84    |
| 0     | 210 | TOWN OF WHEATFIELD       | 3/9/15 Wh: Sewer- March 2015                                                                                                                                                                     | \$56.65     |
| 33678 | 211 | OFFICE DEPOT             | 3/9/15 Check# 33678, AP# 112 lost in mail. New check issued.                                                                                                                                     | (\$360.24)  |
| 0     | 212 | ALLIANCE BANK            | 3/9/15 Direct Deposit Fees February 2015                                                                                                                                                         | \$36.60     |
| 33749 | 213 | BIERMA HARDWARE, INC.    | 3/9/15 Spray Nine cleaner, nuts, bolts                                                                                                                                                           | \$16.11     |
| 33750 | 214 | BUSINESS CARD            | 3/9/15 Background check, display wall accessories, vacuum parts, stamp, Directors Meeting expenses, books, Next Issue subscription                                                               | \$235.98    |
| 33751 | 215 | CHICAGO TRIBUNE          | 3/9/15 Rens: Newspaper subscription 3/19/15-3/23/16, Acct# 10433615                                                                                                                              | \$221.00    |
| 33752 | 216 | CULLIGAN WATER CONDITIO  | 3/9/15 Wh: Water Cooler Rental-March 2015                                                                                                                                                        | \$9.95      |
| 33753 | 217 | D & S COMPUTER SERVICES  | 3/9/15 Hosting 1st quarter 2015                                                                                                                                                                  | \$120.00    |
| 33754 | 218 | DUMAS & MAHNESMITH P.C.  | 3/9/15 Legal Assistance: Property Purchase                                                                                                                                                       | \$522.50    |
| 33755 | 219 | KANKAKEE VALLEY PUBLISHI | 3/9/15 Annual Financial Report Legal Ads                                                                                                                                                         | \$121.86    |
| 33756 | 220 | KIRBY RISK CORPORATION   | 3/9/15 Light bulbs                                                                                                                                                                               | \$397.70    |
| 33757 | 221 | NIPSCO                   | 3/9/15 Wh: Gas & Electric Service 1/29-3/4/15                                                                                                                                                    | \$2,225.05  |
| 33758 | 222 | OFFICE DEPOT             | 3/9/15 DVD/CD file folders, gloves, tape, construction paper; Replace check#33678 A/P#112 that was lost in mail.                                                                                 | \$476.40    |
| 33759 | 223 | PATTY STRINGFELLOW       | 3/9/15 Mileage 2/6-2/18/15: Directors Meeting, Management Meeting, Purdue Extension Regional Forum                                                                                               | \$125.35    |
| 33760 | 224 | QUILL CORPORATION        | 3/9/15 Colored copy paper, pens, ink cartridges, toner cartridges, hole reinforcements, copy paper, binder clips, sticky notes, labels, construction paper, file folder labels, triplicate paper | \$1,346.77  |
| 0     | 225 | SAGE PAYMENT SOLUTIONS   | 3/9/15 Merchant Processing Fees- February 2015 (automatic withdrawal on 3/2/15)                                                                                                                  | \$65.46     |
| 33761 | 226 | THE TIMES                | 3/9/15 Rens: Newspaper subscription 3/30/15-3/29/16, Acct# 170-00054391                                                                                                                          | \$278.20    |
| 33762 | 227 | UNIQUE MANAGEMENT SERVI  | 3/9/15 Collections: Initial/Secondary Placements- February 2015                                                                                                                                  | \$116.35    |
| 33763 | 228 | UNIQUE MANAGEMENT SERVI  | 3/9/15 Replace check#33481, AP#935 from November 2014. Check lost in mail.                                                                                                                       | \$125.30    |
| 33764 | 229 | U.S. Postal Service      | 3/9/15 DeM: PO Box 16 Rental                                                                                                                                                                     | \$86.00     |



| Warrant<br>Number             | Claim<br>Number | Name of Claimant | Date | Explanation | Total              |
|-------------------------------|-----------------|------------------|------|-------------|--------------------|
|                               |                 |                  |      |             | <i>F6c</i>         |
| <b>Total Amount of Claims</b> |                 |                  |      |             | <b>\$71,852.00</b> |

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, March 09, 2015

\_\_\_\_\_  
Fiscal Officer

### ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$71,852.00

Date this 9<sup>th</sup> day of March, 2015.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

*Apr*

**Agenda  
Jasper County Public Library  
Board of Trustees Meeting  
Monday, April 13, 2015, 6pm  
DeMotte Public Library**

**Opening of Meeting**

Moment of Silence

**Approval of Consent Agenda & Consent Agenda Items**

Action

Minutes of March Board Meeting  
Bills/Financial Reports  
Salary Ordinance Update (R 7)  
Policy Review (R 10; R 25; R 80)  
Advance Tax Draw (R 80)

**General Business**

DeMotte Library Future Plans (R 80)  
DeMotte Library Annual Report (R 81)  
Technology Plan Revisions (R 40; R 81)  
Director Review (R 81)

Action  
Information  
Action  
Information

**Director's Report** (R 80- R 84)

Information

**Items for Future Agendas**

**Public Forum**

**Adjournment**



## MINUTES

Jasper County Public Library Board of Trustees  
6:00 PM

March 9, 2015  
Rensselaer Library

**Present:** Natalie Waling, Timothy Schultz, Deana George, Mark Heinig, Jody Melton, Patricia Stringfellow, Rayann Gilmore

**Absent:** Janet Umlauf, Janelle Harper

**Agenda & Consent Agenda Approval:** M. Heinig moved to add Conference Requests to the agenda under General Business, seconded by J. Melton. Motion passed. The Agenda and Consent Agenda items that included the February Board Meeting Minutes, bills/financial reports, Salary Ordinance update, and Microfilm Reader/Scanner/Printer Policy revisions were approved as presented on a motion by J. Melton, and seconded by D. George. Motion passed.

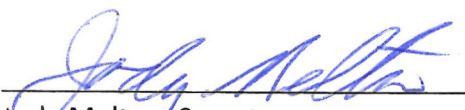
**DeMotte Library- Future Plans:** Ed Dumas and P. Stringfellow met with the owner of the property that the library is considering for purchase. They expressed the Board's interest in the property, shared the appraisal information, and discussed possible payment options. The owner seemed willing to work with the library. He indicated that he would go over the information and be back in touch with his thoughts. P. Stringfellow shared that she received an email from Ed today before the Board meeting with information from the property owner. P. Stringfellow and Ed will go over everything and plan to bring information to the Board in April.

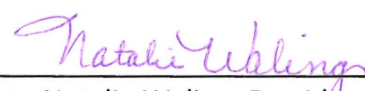
**LSTA Children's Literacy Grant:** We have applied for an LSTA Children's Literacy Grant, seeking funding for Little Bits Electronic Kits to promote STEM at the library. This is a reimbursement grant and the library's match would be 10%. If our grant is approved, we will purchase six Little Bits Electronic Kits and six Little Bits Space Kits with each library receiving two of each kit ordered.

**Conference Requests:** Staff have submitted their lists of conferences and workshops that they wish to attend this year. Board approval is needed for a few of these conferences. We would like to send one staff member to either Computers in Libraries (CIL) or Internet Librarian (IL). CIL is in Washington D.C. in April and IL is in Monterey, California in October. We would also like to send two staff members to Digipalooza in Cleveland, Ohio in August and two staff members to TLC University in Charleston, South Carolina in October. Staff have also requested to attend some meetings and conferences provided by the Indiana Library Federation for which we already have blanket approval. We plan to do a few of these as well. These conferences fit within the library's budget while leaving a small amount for other workshops that may come up during the year. M. Heinig moved to approve the conference requests, not to exceed the budget line, seconded by J. Melton. Motion passed.

**Director's Report:** In February, the Rensselaer Library received a phone call from a citizen expressing concern that the sidewalks that run along Susan and Van Rensselaer Streets in front of the library building were not cleared of snow. It was explained to her that the library does not clear the sidewalks that run along the streets. The patron has since contacted the City and the Commissioners with their concern as well. Historically the library has not cleared these sidewalks, clearing and salting the ones leading from the parking lot to the building. We will consider city ordinances and next year when we seek quotes for snow removal we will include the clearing of city sidewalks as a part of the quote for consideration. Purchasing a snow blower might also be a possibility. The board suggested contacting our library attorney regarding liability when sidewalks are cleared.

**Adjournment:** With no further matters for discussion N. Waling adjourned the meeting at 6:24 PM.

  
Jody Melton, Secretary

  
Attest: Natalie Waling, President Pro-Tem

### March 2015

| ITEM CODE                        | DEMOTTE | RENSSELAER | WHEATFIELD | TOTAL |
|----------------------------------|---------|------------|------------|-------|
| Award Winner JBIO (DAJBIO)       | 0       | 0          | 0          | 0     |
| Award Winner JE (DAJE)           | 0       | 0          | 0          | 0     |
| Award Winner JFIC (DAJFIC)       | 32      | 0          | 0          | 32    |
| Award Winner JNF (DAJNF)         | 0       | 0          | 0          | 0     |
| Award Winner JPFIC (DAJBPF)      | 0       | 0          | 0          | 0     |
| Award Winning fiction (DAWFIC)   | 0       | 0          | 0          | 0     |
| Award Winning non-fiction (DAWN) | 1       | 1          | 0          | 2     |
| Award Winner YAFIC (DAYAF)       | 0       | 0          | 0          | 0     |
| Award Winner YAPFIC (DAYPBF)     | 0       | 0          | 0          | 0     |
| Biography (DBIO)                 | 27      | 7          | 2          | 36    |
| Blu-Ray (DBR)                    | 126     | 0          | 0          | 126   |
| Books on CD (DBKCD)              | 173     | 9          | 1          | 183   |
| Books on Tape (DBKT)             | 0       | 1          | 0          | 1     |
| Compact Disc (DCD)               | 226     | 2          | 1          | 229   |
| Digital Audiobooks (DDA)         | 16      | 1          | 0          | 17    |
| DVD (DDVD)                       | 1232    | 23         | 18         | 1273  |
| Equipment (DEQP)                 | 35      | 0          | 0          | 35    |
| See librarian (DERR)             | 0       | 0          | 0          | 0     |
| Express Book (DEXP)              | 25      | 0          | 0          | 25    |
| Fiction (DFIC)                   | 726     | 24         | 9          | 759   |
| Fiction Fantasy (DFICF)          | 12      | 1          | 0          | 13    |
| Fiction Mystery (DFICM)          | 115     | 3          | 4          | 122   |
| Fiction New (DFICNEW)            | 347     | 19         | 13         | 379   |
| Fiction Science Fiction (DFICSF) | 7       | 0          | 0          | 7     |
| Fiction Western (DFICW)          | 18      | 1          | 0          | 19    |
| Genealogy (DGENE)                | 0       | 0          | 0          | 0     |
| Genealogy Mag (DGMAG)            | 0       | 0          | 0          | 0     |
| Graphic Novels (DGN)             | 104     | 0          | 1          | 105   |
| Hanging Bags (DHANG)             | 5       | 0          | 0          | 5     |
| ILL (DILL)                       | 61      | 2          | 2          | 65    |
| Internet (DINTER)                | 772     | 0          | 0          | 772   |
| Juv. Audio book (DJAUDB)         | 11      | 1          | 0          | 12    |
| Juv. Biography (DJBIO)           | 25      | 2          | 0          | 27    |
| Juv. Book on CD (DJBKCD)         | 0       | 0          | 0          | 0     |
| Juv. Book on Tape (DJBKT)        | 0       | 0          | 0          | 0     |
| Juv. Compact Disc (DJCD)         | 30      | 0          | 1          | 31    |
| Juvenile Easy (DJE)              | 520     | 14         | 3          | 537   |
| Juv. Easy Non-fiction (DJENF)    | 100     | 1          | 0          | 101   |
| Juv. Easy Reader (DJER)          | 282     | 8          | 0          | 290   |
| Juv. Fiction (DJFIC)             | 481     | 18         | 6          | 505   |
| Juv. Holiday books (DJHOL)       | 56      | 5          | 0          | 61    |
| Juv. Magazine (DJMAG)            | 9       | 0          | 0          | 9     |
| Juv. Music Cassette (DJMC)       | 0       | 0          | 0          | 0     |
| Juv. Nonfiction (DJNF)           | 340     | 26         | 4          | 370   |
| Juv. Nonfic Text Bk (DJNFTB)     | 0       | 0          | 0          | 0     |
| Juv. Paperback fic (DJPBF)       | 0       | 0          | 0          | 0     |
| Juv. Professional Coll. (DJPRO)  | 0       | 0          | 0          | 0     |
| Juv. Reference (DJREF)           | 3       | 0          | 0          | 3     |
| Juv. Toddler (DJTOD)             | 116     | 0          | 0          | 116   |

|                                 |     |      |    |      |
|---------------------------------|-----|------|----|------|
| Large Print Fiction (DLPF)      | 208 | 1    | 3  | 212  |
| Large Print Nonfic (DLPNF)      | 10  | 1    | 0  | 11   |
| Magazine (DMAG)                 | 536 | 5    | 3  | 544  |
| Music Cassette (DMCAS)          | 0   | 0    | 0  | 0    |
| Nonfiction 000 (DNF000)         | 12  | 3    | 0  | 15   |
| Nonfiction 100 (DNF100)         | 4   | 4    | 0  | 8    |
| Nonfiction 200 (DNF200)         | 23  | 1    | 4  | 28   |
| Nonfiction 300 (DNF300)         | 26  | 8    | 5  | 39   |
| Nonfiction 400 (DNF400)         | 3   | 0    | 0  | 3    |
| Nonfiction 500 (DNF500)         | 24  | 0    | 0  | 24   |
| Nonfiction 600 (DNF600)         | 176 | 11   | 12 | 199  |
| Nonfiction 700 (DNF700)         | 65  | 9    | 3  | 77   |
| Nonfiction 800 (DNF800)         | 7   | 0    | 0  | 7    |
| Nonfiction 900 (DNF900)         | 66  | 1    | 3  | 70   |
| Nonfiction Blu-Ray (DNFBR)      | 1   | 0    | 0  | 1    |
| Nonfiction DVD (DNFDVD)         | 78  | 2    | 0  | 80   |
| Nonfiction (DNFIC)              | 0   | 0    | 0  | 0    |
| Nonfiction New (DNFNEW)         | 98  | 7    | 4  | 109  |
| Nonfiction VHS (DNFVHS)         | 1   | 0    | 0  | 1    |
| Oversize (DOVER)                | 1   | 0    | 0  | 1    |
| Professional Coll. (DPROF)      | 0   | 0    | 0  | 0    |
| Parent Shelf Juv. Fic (DPSJFic) | 0   | 0    | 0  | 0    |
| Parent Shelf Juv. NF (DPSJNF)   | 0   | 0    | 0  | 0    |
| Reference (DREF)                | 0   | 0    | 0  | 0    |
| Ref. Magazine (DRMAG)           | 0   | 0    | 0  | 0    |
| Reference Software (DRSW)       | 0   | 0    | 0  | 0    |
| Spanish Collection (DSPA)       | 3   | 0    | 1  | 4    |
| Software (DSWAR)                | 9   | 0    | 0  | 9    |
| Vertical File (DVF)             | 0   | 0    | 0  | 0    |
| VHS (DVHS)                      | 23  | 2    | 0  | 25   |
| YA Audio book (DYAUSB)          | 4   | 1    | 0  | 5    |
| YA Biography (DYAB)             | 4   | 0    | 0  | 4    |
| YA Books on CD (DYABKCD)        | 0   | 0    | 0  | 0    |
| YA Books on Tape (DYABKT)       | 0   | 0    | 0  | 0    |
| YA Fiction (DYAF)               | 138 | 9    | 9  | 156  |
| YA Music CD (DYACD)             | 0   | 0    | 0  | 0    |
| YA Nonfiction (DYANF)           | 10  | 1    | 1  | 12   |
| YA Paperback Fic (DYAPBF)       | 0   | 0    | 0  | 0    |
| Storage (DZSTO)                 | 12  | 1    | 0  | 13   |
| Award Winner JBIO (RAJBIO)      | 0   | 0    | 0  | 0    |
| Award Winner JE (RAJE)          | 0   | 0    | 0  | 0    |
| Award Winner JFIC (RAJFIC)      | 0   | 0    | 0  | 0    |
| Biography (RBIO)                | 4   | 34   | 2  | 40   |
| Blu-Ray (RBR)                   | 0   | 236  | 0  | 236  |
| Books on CD (RBKCD)             | 5   | 139  | 3  | 147  |
| Books on Tape (RBKT)            | 0   | 0    | 0  | 0    |
| Compact Disc (RCD)              | 5   | 233  | 4  | 242  |
| Digital Audiobooks (RDA)        | 0   | 36   | 0  | 36   |
| DVD (RDVD)                      | 42  | 2905 | 40 | 2987 |
| Equipment (REQP)                | 0   | 24   | 0  | 24   |
| See librarian (RERR)            | 0   | 0    | 0  | 0    |
| Express Book (REXP)             | 0   | 21   | 0  | 21   |
| Fiction (RFIC)                  | 46  | 501  | 15 | 562  |
| Fiction New (RFICNEW)           | 10  | 336  | 9  | 355  |



|                                 |    |      |    |      |
|---------------------------------|----|------|----|------|
| Genealogy (RGENE)               | 0  | 0    | 0  | 0    |
| Genealogy Mag (RGMAG)           | 0  | 0    | 0  | 0    |
| Gen. Milroy Coll (RGMIL)        | 0  | 0    | 0  | 0    |
| Graphic Novels (RGN)            | 3  | 126  | 0  | 129  |
| Hanging Bag (RHANG)             | 0  | 2    | 0  | 2    |
| ILL (RILL)                      | 1  | 97   | 0  | 98   |
| Internet (RINTER)               | 0  | 1109 | 0  | 1109 |
| Juv. Audio book (RJAUDB)        | 0  | 26   | 0  | 26   |
| Juv. Biography (RJBIO)          | 1  | 57   | 0  | 58   |
| Juv. Book on CD (RJBKCD)        | 0  | 0    | 0  | 0    |
| Juv. Book on Tape (RJBKT)       | 0  | 0    | 0  | 0    |
| Juv. Compact Disc (RJCD)        | 1  | 26   | 0  | 27   |
| Juvenile Easy (RJE)             | 18 | 495  | 1  | 514  |
| Juv. Easy Non-fiction (RJENF)   | 5  | 47   | 2  | 54   |
| Juv. Easy Reader (RJER)         | 17 | 327  | 0  | 344  |
| Juv. Fiction (RJFIC)            | 7  | 589  | 7  | 603  |
| Juv. Magazine (RJMAG)           | 0  | 16   | 0  | 16   |
| Juv. Music Cassette (RJMC)      | 0  | 0    | 0  | 0    |
| Juv. Nonfiction (RJNF)          | 14 | 337  | 3  | 354  |
| Juv. Paperback fic (RJPBF)      | 0  | 0    | 0  | 0    |
| Juv. Professional Coll. (RJPRO) | 0  | 0    | 0  | 0    |
| Juv. Reference (RJREF)          | 0  | 1    | 0  | 1    |
| Juv. Toddler (RJTOD)            | 3  | 97   | 0  | 100  |
| Large Print Fiction (RLPF)      | 27 | 283  | 0  | 310  |
| Large Print Nonfic (RLPNF)      | 3  | 4    | 1  | 8    |
| Magazine (RMAG)                 | 5  | 382  | 9  | 396  |
| Music Cassette (RMCAS)          | 0  | 0    | 0  | 0    |
| Non-Fiction 000 (RNF000)        | 3  | 8    | 2  | 13   |
| Non-Fiction 100 (RNF100)        | 5  | 19   | 0  | 24   |
| Non-Fiction 200 (RNF200)        | 2  | 19   | 0  | 21   |
| Non-Fiction 300 (RNF300)        | 2  | 49   | 1  | 52   |
| Non-Fiction 400 (RNF400)        | 0  | 1    | 0  | 1    |
| Non-Fiction 500 (RNF500)        | 0  | 13   | 0  | 13   |
| Non-Fiction 600 (RNF600)        | 24 | 199  | 13 | 236  |
| Non-Fiction 700 (RNF700)        | 1  | 84   | 1  | 86   |
| Non-Fiction 800 (RNF800)        | 2  | 14   | 1  | 17   |
| Non-Fiction 900 (RNF900)        | 10 | 60   | 2  | 72   |
| Nonfiction Blu-Ray (RNFBR)      | 0  | 6    | 0  | 6    |
| Nonfiction DVD (RNFDVD)         | 0  | 192  | 1  | 193  |
| Nonfiction (RNFIC)              | 0  | 0    | 0  | 0    |
| Nonfiction new (RNFNEW)         | 14 | 191  | 2  | 207  |
| Nonfiction VHS (RNFVHS)         | 0  | 0    | 0  | 0    |
| Oversize (ROVER)                | 0  | 7    | 0  | 7    |
| Professional Coll. (RPRO)       | 0  | 1    | 0  | 1    |
| Reference (REF)                 | 0  | 2    | 0  | 2    |
| Reference Business (RREFB)      | 0  | 0    | 0  | 0    |
| Ref. Magazine (RRMAG)           | 0  | 0    | 0  | 0    |
| Ready Reference (RRR)           | 0  | 0    | 0  | 0    |
| Reference Software (RRSW)       | 0  | 0    | 0  | 0    |
| Spanish Collection (RSPA)       | 0  | 3    | 0  | 3    |
| Software (RSWAR)                | 0  | 10   | 0  | 10   |
| Vertical File (RVF)             | 0  | 1    | 0  | 1    |
| VHS (RVHS)                      | 0  | 0    | 0  | 0    |
| YA Audio book (RYAUDB)          | 0  | 7    | 0  | 7    |
| YA Biography (RYAB)             | 0  | 3    | 0  | 3    |

|                                  |    |     |      |      |
|----------------------------------|----|-----|------|------|
| YA Books on CD (RYABKCD)         | 0  | 0   | 0    | 0    |
| YA Books on Tape (RYABKT)        | 0  | 0   | 0    | 0    |
| YA Fiction (RYAF)                | 10 | 193 | 9    | 212  |
| YA Music CD (RYACD)              | 0  | 82  | 1    | 83   |
| YA Nonfiction (RYANF)            | 1  | 21  | 0    | 22   |
| YA Paperback Fic (RYAPBF)        | 0  | 0   | 0    | 0    |
| Storage (RZSTO)                  | 0  | 0   | 0    | 0    |
| Award Winner JE (WAJE)           | 0  | 0   | 0    | 0    |
| Biography (WBIO)                 | 0  | 1   | 5    | 6    |
| Blu-Ray (WBR)                    | 0  | 1   | 169  | 170  |
| Books on CD (WBKCD)              | 20 | 18  | 125  | 163  |
| Books on Tape (WBKT)             | 0  | 0   | 0    | 0    |
| Compact Disc (WCD)               | 9  | 5   | 288  | 302  |
| Digital Audiobooks (WDA)         | 2  | 1   | 32   | 35   |
| DVD (WDVD)                       | 28 | 31  | 2097 | 2156 |
| Equipment (WEQP)                 | 0  | 0   | 10   | 10   |
| See librarian (WERR)             | 0  | 0   | 0    | 0    |
| Express Book (WEXP)              | 0  | 0   | 10   | 10   |
| Fiction (WFIC)                   | 35 | 14  | 275  | 324  |
| Fiction Fantasy (WFICF)          | 3  | 0   | 5    | 8    |
| Fiction Mystery (WFICM)          | 5  | 0   | 42   | 47   |
| Fiction New (WFICNEW)            | 26 | 12  | 260  | 298  |
| Fiction Science Fiction (WFICSF) | 0  | 1   | 4    | 5    |
| Fiction Western (WFICW)          | 0  | 0   | 7    | 7    |
| Genealogy (WGENE)                | 0  | 0   | 0    | 0    |
| Genealogy Mag (WGMAG)            | 0  | 0   | 0    | 0    |
| Graphic Novels (WGN)             | 0  | 1   | 22   | 23   |
| Hanging Bags (WHANG)             | 0  | 1   | 8    | 9    |
| ILL (WILL)                       | 0  | 3   | 37   | 40   |
| Internet (WINTER)                | 0  | 0   | 489  | 489  |
| Juv. Audio book (WJAUDB)         | 0  | 1   | 13   | 14   |
| Juv. Biography (WJBIO)           | 1  | 0   | 7    | 8    |
| Juv. Book on CD (WJBKCD)         | 0  | 0   | 0    | 0    |
| Juv. Book on Tape (WJBKT)        | 0  | 0   | 0    | 0    |
| Juv. Compact Disc (WJCD)         | 0  | 0   | 20   | 20   |
| Juvenile Easy (WJE)              | 13 | 17  | 465  | 495  |
| Juv. Easy Non-fiction (WJENF)    | 1  | 0   | 43   | 44   |
| Juv. Easy Reader (WJER)          | 10 | 0   | 410  | 420  |
| Juv. Fiction (WJFIC)             | 29 | 22  | 347  | 398  |
| Juv. Magazine (WJMAG)            | 0  | 0   | 9    | 9    |
| Juv. Music Cassette (WJMC)       | 0  | 0   | 0    | 0    |
| Juv. Nonfiction (WJNF)           | 7  | 20  | 163  | 190  |
| Juv. Paperback fic (WJPBF)       | 0  | 0   | 0    | 0    |
| Juv. Professional Coll. (WJPRO)  | 0  | 0   | 0    | 0    |
| Juv. Reference (WJREF)           | 0  | 0   | 1    | 1    |
| Juv. Toddler (WJTOD)             | 0  | 2   | 142  | 144  |
| Large Print Fiction (WLPF)       | 25 | 8   | 112  | 145  |
| Large Print Nonfic (WLPNF)       | 3  | 2   | 11   | 16   |
| Magazine (WMAG)                  | 25 | 0   | 311  | 336  |
| Non-Fiction 000 (WNF000)         | 0  | 0   | 6    | 6    |
| Non-Fiction 100 (WNF100)         | 2  | 0   | 3    | 5    |
| Non-Fiction 200 (WNF200)         | 0  | 0   | 9    | 9    |
| Non-Fiction 300 (WNF300)         | 13 | 1   | 12   | 26   |
| Non-Fiction 400 (WNF400)         | 0  | 0   | 2    | 2    |

|                               |      |       |      |       |
|-------------------------------|------|-------|------|-------|
| Non-Fiction 500 (WNF500)      | 0    | 1     | 4    | 5     |
| Non-Fiction 600 (WNF600)      | 12   | 15    | 93   | 120   |
| Non-Fiction 700 (WNF700)      | 8    | 0     | 29   | 37    |
| Non-Fiction 800 (WNF800)      | 0    | 1     | 1    | 2     |
| Non-Fiction 900 (WNF900)      | 6    | 1     | 30   | 37    |
| Nonfiction Blu-Ray (WNFBR)    | 0    | 0     | 1    | 1     |
| Nonfiction DVD (WNFDVD)       | 1    | 1     | 96   | 98    |
| Nonfiction (WNFIC)            | 0    | 0     | 0    | 0     |
| Nonfiction New (WNFNEW)       | 12   | 9     | 74   | 95    |
| Nonfiction VHS (WNFVHS)       | 0    | 0     | 2    | 2     |
| Professional Coll. (WPROF)    | 0    | 0     | 0    | 0     |
| Parent Shelf Juv. Fic (WPJF)  | 0    | 0     | 0    | 0     |
| Parent Shelf Juv. NF (WPSJNF) | 0    | 0     | 0    | 0     |
| Reference (WREF)              | 0    | 0     | 0    | 0     |
| Ref. Magazine (WRMAG)         | 0    | 0     | 0    | 0     |
| Reference Software (WRSWAR)   | 0    | 0     | 0    | 0     |
| Spanish Collection (WSPA)     | 0    | 0     | 1    | 1     |
| Software (WSWAR)              | 0    | 1     | 10   | 11    |
| Vertical File (WVF)           | 0    | 0     | 3    | 3     |
| VHS (WVHS)                    | 0    | 0     | 23   | 23    |
| YA Audio book (WYAUDB)        | 0    | 1     | 1    | 2     |
| YA Biography (WYAB)           | 2    | 0     | 1    | 3     |
| YA Books on CD (WYABKCD)      | 2    | 1     | 3    | 6     |
| YA Books on Tape (WYABKT)     | 0    | 0     | 0    | 0     |
| YA Fiction (WYAF)             | 14   | 26    | 216  | 256   |
| YA Music CD (WYACD)           | 0    | 0     | 0    | 0     |
| YA Nonfiction (WYANF)         | 0    | 0     | 5    | 5     |
| YA Paperback Fic (WYAPBF)     | 0    | 0     | 0    | 0     |
| Storage (WZSTO)               | 0    | 0     | 0    | 0     |
| TOTAL                         | 8180 | 10126 | 6806 | 25112 |

**CIRCULATION BY HOLDINGS CODE**  
**March 2015**

| ITEM CODE                         | DEMOTTE | RENSSELAER | WHEATFIELD | TOTAL |
|-----------------------------------|---------|------------|------------|-------|
| Award Winner JBIO (AJBIO)         | 0       | 0          | 0          | 0     |
| Award Winner JE (AJE)             | 0       | 0          | 0          | 0     |
| Award Winner JFIC (AJFIC)         | 32      | 0          | 0          | 32    |
| Award Winner JNF (AJNF)           | 0       | 0          | 0          | 0     |
| Award Winner JPFIC (AJPF)         | 0       | 0          | 0          | 0     |
| Award Winning fiction (AWFIC)     | 0       | 0          | 0          | 0     |
| Award Winning non-fiction (AWNFI) | 1       | 1          | 0          | 2     |
| Award Winner YAFIC (AYAF)         | 0       | 0          | 0          | 0     |
| Award Winner YAPFIC (YAYPBF)      | 0       | 0          | 0          | 0     |
| Biography (BIO)                   | 31      | 42         | 9          | 82    |
| Blu-Ray (BR)                      | 127     | 243        | 170        | 540   |
| Books on CD (BKCD)                | 198     | 166        | 129        | 493   |
| Books on Tape (BKT)               | 0       | 1          | 0          | 1     |
| Compact Disc (CD)                 | 240     | 240        | 293        | 773   |
| Digital Audiobooks (DA)           | 18      | 38         | 32         | 88    |
| DVD (DVD)                         | 1302    | 2959       | 2155       | 6416  |
| Equipment (EQP)                   | 35      | 24         | 10         | 69    |
| See librarian (ERR)               | 0       | 0          | 0          | 0     |

|                                 |     |      |     |      |
|---------------------------------|-----|------|-----|------|
| Express Book (EXP)              | 25  | 21   | 10  | 56   |
| Fiction (FIC)                   | 807 | 539  | 299 | 1645 |
| Fiction Fantasy (FICF)          | 15  | 1    | 5   | 21   |
| Fiction Mystery (FICM)          | 120 | 3    | 46  | 169  |
| Fiction New (FICNEW)            | 383 | 367  | 282 | 1032 |
| Fiction Science Fiction (FICSF) | 7   | 1    | 4   | 12   |
| Fiction Western (FICW)          | 18  | 1    | 7   | 26   |
| Genealogy (GENE)                | 0   | 0    | 0   | 0    |
| Genealogy Mag (GMAG)            | 0   | 0    | 0   | 0    |
| Gen. Milroy Coll (GMIL)         | 0   | 0    | 0   | 0    |
| Graphic Novels (GN)             | 107 | 127  | 23  | 257  |
| Hanging Bags (HANG)             | 5   | 3    | 8   | 16   |
| ILL (ILL)                       | 62  | 102  | 39  | 203  |
| Internet (INTR)                 | 772 | 1109 | 489 | 2370 |
| Juv. Audio book (JAUDB)         | 11  | 28   | 13  | 52   |
| Juv. Biography (JBIO)           | 27  | 59   | 7   | 93   |
| Juv. Book on CD (JBOD)          | 0   | 0    | 0   | 0    |
| Juv. Book on Tape (JBKT)        | 0   | 0    | 0   | 0    |
| Juv. Compact Disc (JCD)         | 31  | 26   | 21  | 78   |
| Juvenile Easy (JE)              | 551 | 526  | 469 | 1546 |
| Juv. Easy Non-Fiction (JENF)    | 106 | 48   | 45  | 199  |
| Juv. Easy Reader (JER)          | 309 | 335  | 410 | 1054 |
| Juv. Fiction (JFIC)             | 517 | 629  | 360 | 1506 |
| Juv. Holiday (JHOL)             | 56  | 5    | 0   | 61   |
| Juv. Magazine (JMAG)            | 9   | 16   | 9   | 34   |
| Juv. Music Cassette (JMC)       | 0   | 0    | 0   | 0    |
| Juv. Nonfiction (JNF)           | 361 | 383  | 170 | 914  |
| Juv. Nonfic Text Bk (JNFT)      | 0   | 0    | 0   | 0    |
| Juv. Paperback fic (JPBF)       | 0   | 0    | 0   | 0    |
| Juv. Professional Coll. (JPRO)  | 0   | 0    | 0   | 0    |
| Juv. Reference (JREF)           | 3   | 1    | 1   | 5    |
| Juv. Toddler (JTOD)             | 119 | 99   | 142 | 360  |
| Large Print Fiction (LPF)       | 260 | 292  | 115 | 667  |
| Large Print Nonfic (LPNF)       | 16  | 7    | 12  | 35   |
| Magazine (MAG)                  | 566 | 387  | 323 | 1276 |
| Music Cassette (MCAS)           | 0   | 0    | 0   | 0    |
| Non-Fiction 000 (NF000)         | 15  | 11   | 8   | 34   |
| Non-Fiction 100 (NF100)         | 11  | 23   | 3   | 37   |
| Non-Fiction 200 (NF200)         | 25  | 20   | 13  | 58   |
| Non-Fiction 300 (NF300)         | 41  | 58   | 18  | 117  |
| Non-Fiction 400 (NF400)         | 3   | 1    | 2   | 6    |
| Non-Fiction 500 (NF500)         | 24  | 14   | 4   | 42   |
| Non-Fiction 600 (NF600)         | 212 | 225  | 118 | 555  |
| Non-Fiction 700 (NF700)         | 74  | 93   | 33  | 200  |
| Non-Fiction 800 (NF800)         | 9   | 15   | 2   | 26   |
| Non-Fiction 900 (NF900)         | 82  | 62   | 35  | 179  |
| Non-Fiction Blu-Ray (NFBR)      | 0   | 0    | 0   | 0    |
| Non-Fiction DVD (NFDVD)         | 79  | 195  | 97  | 371  |
| Nonfiction (NFIC)               | 0   | 0    | 0   | 0    |
| Nonfiction New (NFNEW)          | 124 | 207  | 80  | 411  |
| Nonfiction VHS (NFVH)           | 1   | 0    | 2   | 3    |
| Oversize (OVER)                 | 1   | 7    | 0   | 8    |
| Professional Coll. (PROF)       | 0   | 1    | 0   | 1    |
| Parent Shelf Juv. Fic (PJF)     | 0   | 0    | 0   | 0    |
| Parent Shelf Juv. NF (PSJNF)    | 0   | 0    | 0   | 0    |

|                            |      |       |      |       |
|----------------------------|------|-------|------|-------|
| Reference (REF)            | 80   | 109   | 45   | 234   |
| Reference Business (REFB)  | 0    | 0     | 0    | 0     |
| Ref. Magazine (RMAG)       | 0    | 0     | 0    | 0     |
| Ready Reference (RRR)      | 0    | 0     | 0    | 0     |
| Reference Software (RSWAR) | 0    | 0     | 0    | 0     |
| Spanish Collection (SPA)   | 3    | 3     | 2    | 8     |
| Software (SWAR)            | 9    | 11    | 10   | 30    |
| Vertical File (VF)         | 0    | 1     | 6    | 7     |
| VHS                        | 23   | 2     | 23   | 48    |
| YA Audio book (YAUDB)      | 4    | 9     | 1    | 14    |
| YA Biography (YAB)         | 6    | 3     | 1    | 10    |
| YA Books on CD (YABKCD)    | 2    | 1     | 3    | 6     |
| YA Books on Tape (YABKT)   | 0    | 0     | 0    | 0     |
| YA Fiction (YAF)           | 162  | 228   | 234  | 624   |
| YA Music CD (YACD)         | 0    | 82    | 1    | 83    |
| YA Nonfiction (YANF)       | 11   | 22    | 6    | 39    |
| YA Paperback Fic (YAPBF)   | 0    | 0     | 0    | 0     |
| Storage (ZSTO)             | 12   | 1     | 0    | 13    |
|                            |      |       |      | 0     |
| Free reads                 | 642  | 289   | 73   | 1004  |
| Games/Puzzles              | 13   | 30    | 0    | 43    |
| Talking books              | 0    | 0     | 0    | 0     |
| Assignment Shelf Books     | 0    | 0     | 0    | 0     |
| TOTAL                      | 8915 | 10552 | 6927 | 26394 |

|                                      | DeMotte | Rensselaer | Wheatfield |       |
|--------------------------------------|---------|------------|------------|-------|
| <b>ADULT BOOKS</b>                   |         |            |            |       |
| Fiction                              | 2289    | 1515       | 841        | 4645  |
| Nonfiction                           | 813     | 1000       | 423        | 2236  |
| <b>CHILDREN'S BOOKS</b>              |         |            |            |       |
| Fiction                              | 1528    | 1589       | 1381       | 4498  |
| Nonfiction                           | 554     | 497        | 223        | 1274  |
| <b>YA BOOKS</b>                      |         |            |            |       |
| Fiction                              | 269     | 355        | 257        | 881   |
| Nonfiction                           | 17      | 25         | 7          | 49    |
| Magazines, Adult                     | 566     | 387        | 323        | 1276  |
| Magazines, Children                  | 9       | 16         | 9          | 34    |
| Sound Recordings, adult              | 462     | 455        | 458        | 1375  |
| Sound Recordings, ch                 | 47      | 139        | 43         | 229   |
| Online databases                     | 0       | 0          | 0          | 0     |
| Software                             | 9       | 11         | 10         | 30    |
| Vertical file                        | 0       | 1          | 6          | 7     |
| VHS/DVD/Blu-Ray                      | 1532    | 3399       | 2447       | 7378  |
| Equipment                            | 35      | 24         | 10         | 69    |
| Total                                | 8130    | 9413       | 6438       | 23981 |
| <b>A-V Circulation</b>               | 2050    | 4004       | 2958       | 9012  |
| <b>A-V Circulation as % of total</b> | 25.2%   | 42.5%      | 45.9%      | 37.6% |

## March 2015

| DEMOTTE |          |        |
|---------|----------|--------|
| Added   | Withdrew | Circu- |
| Vols.   | Vols.    | lation |

| RENSSELAER |          |        |
|------------|----------|--------|
| Added      | Withdrew | Circu- |
| Vols.      | Vols.    | lation |

| WHEATFIELD |          |        |
|------------|----------|--------|
| Added      | Withdrew | Circu- |
| Vols.      | Vols.    | lation |

**Total  
Circ.**

\*\*\*\*\*

|                   |     |    |              |     |     |              |     |     |            |              |
|-------------------|-----|----|--------------|-----|-----|--------------|-----|-----|------------|--------------|
| <b>Fiction</b>    | 139 | 11 | <b>2,289</b> | 85  | 1   | <b>1,515</b> | 127 | 24  | <b>841</b> | <b>4,645</b> |
| <b>Nonfiction</b> | 81  | 6  | <b>813</b>   | 117 | 227 | <b>1,000</b> | 75  | 161 | <b>423</b> | <b>2,236</b> |

|                   |    |   |              |    |    |              |    |   |              |              |
|-------------------|----|---|--------------|----|----|--------------|----|---|--------------|--------------|
| <b>Fiction</b>    | 93 | 1 | <b>1,528</b> | 98 | 1  | <b>1,589</b> | 30 | 0 | <b>1,381</b> | <b>4,498</b> |
| <b>Nonfiction</b> | 33 | 0 | <b>554</b>   | 7  | 15 | <b>497</b>   | 5  | 0 | <b>223</b>   | <b>1,274</b> |

|                   |    |   |            |    |   |            |    |   |            |            |
|-------------------|----|---|------------|----|---|------------|----|---|------------|------------|
| <b>Fiction</b>    | 61 | 0 | <b>269</b> | 19 | 0 | <b>355</b> | 46 | 1 | <b>257</b> | <b>881</b> |
| <b>Nonfiction</b> | 7  | 0 | <b>17</b>  | 0  | 0 | <b>25</b>  | 0  | 0 | <b>7</b>   | <b>49</b>  |

|                        |            |            |            |              |
|------------------------|------------|------------|------------|--------------|
| <b>Magazines,Adult</b> | <b>566</b> | <b>387</b> | <b>323</b> | <b>1,276</b> |
|------------------------|------------|------------|------------|--------------|

|                         |          |           |          |           |
|-------------------------|----------|-----------|----------|-----------|
| <b>Magazines, Child</b> | <b>9</b> | <b>16</b> | <b>9</b> | <b>34</b> |
|-------------------------|----------|-----------|----------|-----------|

|             |   |
|-------------|---|
| Games, Toys | 0 |
|-------------|---|

|                        |    |   |            |    |    |            |    |   |            |              |
|------------------------|----|---|------------|----|----|------------|----|---|------------|--------------|
| <b>Sound Rec/Adult</b> | 42 | 0 | <b>462</b> | 10 | 48 | <b>455</b> | 13 | 1 | <b>458</b> | <b>1.375</b> |
|------------------------|----|---|------------|----|----|------------|----|---|------------|--------------|

|                        |          |          |           |          |          |            |          |           |           |            |
|------------------------|----------|----------|-----------|----------|----------|------------|----------|-----------|-----------|------------|
| <b>Sound Rec/Child</b> | <b>9</b> | <b>1</b> | <b>47</b> | <b>4</b> | <b>0</b> | <b>139</b> | <b>3</b> | <b>19</b> | <b>43</b> | <b>229</b> |
|------------------------|----------|----------|-----------|----------|----------|------------|----------|-----------|-----------|------------|

[illegible]

|                 |   |   |   |   |   |    |   |   |    |    |
|-----------------|---|---|---|---|---|----|---|---|----|----|
| <b>Software</b> | 0 | 0 | 9 | 1 | 0 | 11 | 0 | 0 | 10 | 30 |
|-----------------|---|---|---|---|---|----|---|---|----|----|

|                       |   |   |   |   |   |   |   |   |   |   |
|-----------------------|---|---|---|---|---|---|---|---|---|---|
| <b>Vertical Files</b> | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 6 | 7 |
|-----------------------|---|---|---|---|---|---|---|---|---|---|

|                       |    |    |              |     |   |              |    |   |              |              |
|-----------------------|----|----|--------------|-----|---|--------------|----|---|--------------|--------------|
| <b>VHS/DVD/BluRay</b> | 71 | 43 | <b>1.532</b> | 147 | 4 | <b>3.399</b> | 57 | 1 | <b>2.447</b> | <b>7.378</b> |
|-----------------------|----|----|--------------|-----|---|--------------|----|---|--------------|--------------|

|                  |           |           |           |           |
|------------------|-----------|-----------|-----------|-----------|
| <b>Equipment</b> | <b>35</b> | <b>24</b> | <b>10</b> | <b>69</b> |
|------------------|-----------|-----------|-----------|-----------|

|              |     |    |              |     |     |              |     |     |              |               |
|--------------|-----|----|--------------|-----|-----|--------------|-----|-----|--------------|---------------|
| <b>TOTAL</b> | 536 | 62 | <b>8,130</b> | 488 | 296 | <b>9,413</b> | 356 | 207 | <b>6,438</b> | <b>23,981</b> |
|--------------|-----|----|--------------|-----|-----|--------------|-----|-----|--------------|---------------|

## WHEATFIELD

|                              |        |        |        |
|------------------------------|--------|--------|--------|
| <b>Total Materials Owned</b> | 77,053 | 73,546 | 56,692 |
|------------------------------|--------|--------|--------|

|                                      |               |             |             |
|--------------------------------------|---------------|-------------|-------------|
| <b>Circulation Increase/Decrease</b> | <b>-14.0%</b> | <b>0.2%</b> | <b>6.0%</b> |
|--------------------------------------|---------------|-------------|-------------|

[illegible]

% change

|                                    |        |        |       |
|------------------------------------|--------|--------|-------|
| <b>Current month's Circulation</b> | 24,923 | 23,981 | -3.8% |
|------------------------------------|--------|--------|-------|

|                                 |        |        |      |
|---------------------------------|--------|--------|------|
| <b>Jan. to date circulation</b> | 62,210 | 68,293 | 9.8% |
|---------------------------------|--------|--------|------|



| DEMOTTE COLLECTION                                                           |              | RENSSELAER COLLECTION |              | WHEATFIELD COLLECTION |                              |
|------------------------------------------------------------------------------|--------------|-----------------------|--------------|-----------------------|------------------------------|
| Start of Month                                                               | End of Month | Start of Month        | End of Month | Start of Month        | End of Month                 |
| Volumes                                                                      | Volumes      | Volumes               | Volumes      | Volumes               | Volumes                      |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX |              |                       |              |                       |                              |
|                                                                              |              |                       |              |                       | <b>ADULT BOOKS</b>           |
| 20,035                                                                       | 20,163       | 14,074                | 14,158       | 15,414                | 15,517 <b>Fiction</b>        |
| 20,502                                                                       | 20,577       | 21,313                | 21,203       | 10,325                | 10,239 <b>Nonfiction</b>     |
|                                                                              |              |                       |              |                       | <b>CHILDREN'S BKS</b>        |
| 14,702                                                                       | 14,794       | 13,355                | 13,452       | 11,695                | 11,725 <b>Fiction</b>        |
| 8,555                                                                        | 8,588        | 6,750                 | 6,742        | 6,035                 | 6,040 <b>Nonfiction</b>      |
|                                                                              |              |                       |              |                       | <b>YA BOOKS</b>              |
| 2,395                                                                        | 2,456        | 3,083                 | 3,102        | 2,693                 | 2,738 <b>Fiction</b>         |
| 608                                                                          | 615          | 768                   | 768          | 145                   | 145 <b>Nonfiction</b>        |
|                                                                              |              |                       |              | 0                     | 0 <b>Magazines,Adult</b>     |
|                                                                              |              |                       |              | 0                     | 0 <b>Magazines, Child</b>    |
| 0                                                                            | 0            | 20                    | 20           | 0                     | 0 <b>Games, Toys</b>         |
| 3,679                                                                        | 3,721        | 4,283                 | 4,245        | 4,264                 | 4,276 <b>Sound Rec/Adult</b> |
| 765                                                                          | 773          | 602                   | 606          | 890                   | 874 <b>Sound Rec/Child</b>   |
| 18                                                                           | 18           | 29                    | 29           | 7                     | 7 <b>Online Databases</b>    |
| 213                                                                          | 213          | 307                   | 308          | 171                   | 171 <b>Software</b>          |
| 0                                                                            | 0            |                       |              | 4                     | 4 <b>Vertical Files</b>      |
| 4,989                                                                        | 5,017        | 8,628                 | 8,771        | 4,843                 | 4,899 <b>VHS/DVD/Blu-ray</b> |
| 118                                                                          | 118          | 142                   | 142          | 57                    | 57 <b>Equipment</b>          |
| 76,579                                                                       | 77,053       | 73,354                | 73,546       | 56,543                | 56,692 <b>TOTAL</b>          |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX |              |                       |              |                       |                              |

# JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

March 2015

|                                    | DeMotte |      | Rensselaer |      | Wheatfield |      | TOTAL | HOURS SPENT |
|------------------------------------|---------|------|------------|------|------------|------|-------|-------------|
|                                    |         | Hrs. |            | Hrs. |            | Hrs. |       |             |
| INTRALIBRARY LOANS FILLED          | 219     | 47   | 241        | 52   | 324        | 70   | 784   | 170         |
| LOCAL HISTORY                      |         |      |            |      |            |      |       |             |
| In person                          | 3       | 1    | 5          | 1    | 0          | 0    | 8     | 2           |
| Letters written                    | 4       | 4    | 6          | 6    | 0          | 0    | 10    | 10          |
| IN-HOUSE USE - HARDWARE/SOFTWARE   |         |      |            |      |            |      |       |             |
| Internet use-Wired                 | 772     | 32   | 1109       | 46   | 489        | 20   | 2370  | 99          |
| Internet use-Wireless              | 1922    |      | 3317       |      | 837        |      | 6076  |             |
| Computer software used             | 204     | 17   | 161        | 13   | 67         | 6    | 432   | 36          |
| VCR Use                            | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0           |
| Microforms                         | 10      | 1    | 15         | 2    | 0          | 0    | 25    | 3           |
| CD ROM/Online databases            | 157     | 13   | 181        | 15   | 149        | 12   | 487   | 41          |
| Typewriter use                     | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0           |
| Other equipment used               | 1       | 0    | 3          | 1    | 7          | 2    | 11    | 4           |
| OTHER LIBRARY SERVICES USED        |         |      |            |      |            |      |       |             |
| One-on-One Instruction             | 2       |      | 4          |      | 0          |      |       |             |
| Outreach activities                | 74      | 74   | 21         | 14   | 1          | 1    | 96    | 64          |
| Notarized documents                | 9       | 2    | 5          | 1    | 2          | 1    | 16    | 4           |
| Meeting Room Use (no. of group)    | 48      | 16   | 51         | 17   | 34         | 11   | 133   | 44          |
| Study room use                     | 21      | 2    | 59         | 5    | 27         | 2    | 107   | 9           |
| Proctoring                         | 0       | 0    | 3          | 2    | 0          | 0    | 3     | 2           |
| Tax Forms distributed              | 39      | 0    | 40         | 0    | 23         | 0    | 102   | 1           |
| Pull Requests                      | 0       | 0    | 3          | 3    | 0          | 0    | 3     | 18          |
| E-books downloaded                 |         |      |            |      |            |      | 1127  |             |
| IN-HOUSE USE ITEMS                 | 177     |      | 285        |      | 124        |      | 586   |             |
| SELF-CHECKOUT USE                  | 193     |      | 811        |      | 314        |      | 1318  |             |
| INTERLIBRARY LOANS                 |         |      |            |      |            |      |       |             |
| Requests made for:                 | 76      | 19   | 133        | 33   | 48         | 12   | 257   | 64          |
| Items rec'd for:                   | 80      | 40   | 107        | 54   | 45         | 23   | 232   | 116         |
| Items requested by other libraries | 0       |      | 0          |      | 0          |      | 0     |             |
| Items supplied to other libraries  | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0           |

## REGISTRATIONS

|                             |      |      |      |       |
|-----------------------------|------|------|------|-------|
| Total Borrowers             | 7997 | 8362 | 4927 | 21286 |
| Non-resident, paying        | 1    | 0    | 2    | 3     |
| PLAC card users             | 0    | 3    | 1    | 4     |
| Reciprocal borrowers        | 323  | 516  | 132  | 971   |
| Number of New Patrons Added | 36   | 31   | 32   |       |

## PROGRAMS

| DeMotte | Rensselaer | Wheatfield | TOTAL | HOURS SPENT |
|---------|------------|------------|-------|-------------|
| Hrs.    | Hrs.       | Hrs.       |       |             |

|                                     |     |     |     |     |     |     |      |      |
|-------------------------------------|-----|-----|-----|-----|-----|-----|------|------|
| Programs for all ages               | 2   | 12  | 5   | 30  | 1   | 6   | 8    | 48   |
| Children's Programs (0-13)          | 9   | 54  | 24  | 144 | 8   | 48  | 41   | 246  |
| Number attending                    | 167 |     | 220 |     | 231 |     | 618  |      |
| YA Programs (14-17)                 | 0   | 0   | 4   | 24  | 2   | 12  | 6    | 36   |
| Number attending                    | 0   |     | 18  |     | 25  |     | 43   |      |
| Adult Programs                      | 5   | 30  | 7   | 42  | 2   | 12  | 14   | 84   |
| Number attending                    | 59  |     | 64  |     | 27  |     | 150  |      |
| Senior Citizen Programs             | 14  | 84  | 0   | 0   | 3   | 18  | 17   | 102  |
| Number attending                    | 115 |     | 37  |     | 43  |     | 195  |      |
| Total Number of Programs            | 30  | 180 | 40  | 240 | 16  | 96  | 86   | 516  |
| Total Persons Attending             | 341 |     | 339 |     | 326 |     | 1006 |      |
| Total Attending Same Month Last Yr. | 226 |     | 294 |     | 367 |     | 887  |      |
| Total Staff Hours Spent             |     | 450 |     | 506 |     | 256 | 1212 | 1202 |
| Total Number of In-House Program    | 17  |     | 38  |     | 13  |     | 68   |      |
| Total Attendance                    | 164 |     | 298 |     | 185 |     | 647  |      |
| Total Number of Outreach Program    | 13  |     | 2   |     | 3   |     | 18   |      |
| Total Attendance                    | 177 |     | 41  |     | 141 |     | 359  |      |

### CIRCULATION BY PATRON CODE

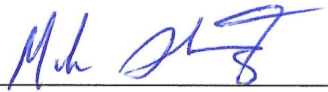
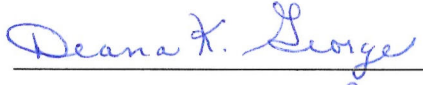
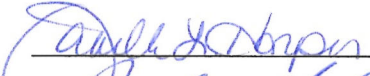
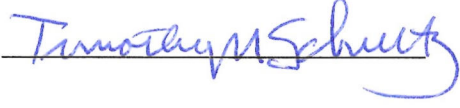
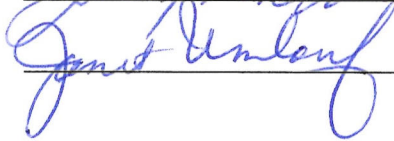
| PATRONS                            | DeMotte         |               | Rensselaer      |               | Wheatfield      |               | ALL LIBRARIES   |               |
|------------------------------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|
|                                    | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total |
| Adult                              | 6059            | 75.1%         | 6381            | 68.3%         | 4618            | 72.3%         | 17058           | 71.7%         |
| Corporate                          | 8               | 0.1%          | 30              | 0.3%          | 0               | 0.0%          | 38              | 0.2%          |
| Juvenile 0-11                      | 46              | 0.6%          | 272             | 2.9%          | 28              | 0.4%          | 346             | 1.5%          |
| Juvenile-AV                        | 858             | 10.6%         | 1018            | 10.9%         | 591             | 9.2%          | 2467            | 10.4%         |
| Nonresident No Fee                 | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| Nonresident Fee                    | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| PLAC (state library card)          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| Reciprocal Adult                   | 131             | 1.6%          | 419             | 4.5%          | 135             | 2.1%          | 685             | 2.9%          |
| Reciprocal Juvenile                | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| Reciprocal Juvenile AV             | 0               | 0.0%          | 26              | 0.3%          | 13              | 0.2%          | 39              | 0.2%          |
| Reciprocal YA                      | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| Reciprocal YA AV                   | 0               | 0.0%          | 7               | 0.1%          | 0               | 0.0%          | 7               | 0.0%          |
| School                             | 0               | 0.0%          | 6               | 0.1%          | 0               | 0.0%          | 6               | 0.0%          |
| School AV                          | 0               | 0.0%          | 12              | 0.1%          | 0               | 0.0%          | 12              | 0.1%          |
| St. Joseph College                 | 0               | 0.0%          | 63              | 0.7%          | 0               | 0.0%          | 63              | 0.3%          |
| Staff                              | 601             | 7.5%          | 615             | 6.6%          | 562             | 8.8%          | 1778            | 7.5%          |
| Walking books                      | 117             | 1.5%          | 71              | 0.8%          | 0               | 0.0%          | 188             | 0.8%          |
| YA 12-17                           | 33              | 0.4%          | 17              | 0.2%          | 0               | 0.0%          | 50              | 4.4%          |
| YA-AV                              | 210             | 2.6%          | 399             | 4.3%          | 443             | 6.9%          | 1052            | 4.4%          |
| <b>Total</b>                       | 8063            |               | 9336            |               | 6390            |               | 23789           |               |
| All items borrowed by nonresidents | 131             | 1.6%          | 533             | 5.7%          | 148             | 2.3%          | 812             | 3.4%          |

**Salary Ordinance 2015**  
**Updated 4/13/15**

| Name             | Classification        | Hrly Wage | Start Date | Hrs Worked | Library |
|------------------|-----------------------|-----------|------------|------------|---------|
| Jan Edwardson    | Clerk                 | \$9.82    | 3/17/15    | 12         | R       |
| Ben Postma       | Maintenance           | \$13.13   | 3/23/15    | 12         | D       |
| Rachel Wilkinson | Children's Specialist | \$15.62   | 4/20/15    | 35         | D       |
| Carlie Guntz     | Clerk                 | \$9.82    | 4/20/15    | 12         | D       |

We have promoted Jan Edwardson to Rensselaer Clerk, replacing Rebekah Edelman who no longer works for the library.  
 We have promoted Ben Postma to Maintenance, replacing Todd Luke who no longer works for the library.  
 We have hired Rachel Wilkinson as DeMotte Children's Specialist, replacing Debbie Kristoff who was promoted to DeMotte Branch Manager. We have promoted Carlie Guntz to Clerk, replacing Ben Postma who was promoted to Maintenance.

We have examined and approved the changes to the 2015 Jasper County Public Library Salary Ordinance. Dated 4/13/15.

|                                                                                    |                                                                                      |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|  |   |
|  |  |
|  |                                                                                      |
|  |                                                                                      |

## PERSONNEL POLICY

### DEFINITIONS

1. **Exempt employees** are those whose duties and responsibilities are of an executive, administrative, or professional character (or other exempt work) as described under the Fair Labor Standards Act (FLSA) and who are paid on a salary basis and are, therefore, exempt from overtime pay and certain other provisions of the FLSA.
2. The **Board of Directors** of the Jasper County Public Library will hereinafter be referred to as "**The Board**".
3. The **Jasper County Public Library** will hereinafter be referred to as "**JCPL**".
4. **Certified** employees are defined as any employees holding or qualifying for any of the 6 Indiana Library Certification levels.
5. **Non-certified** employees are defined as any employees not holding or qualifying for any of the 6 Indiana Library Certification levels.
6. A **work week** is defined as Sunday through Saturday.
7. **Overtime** is defined as any time worked over 40 hours per week.
8. The first 6 months of employment is considered a training/orientation period when a new employee must satisfactorily demonstrate the ability to perform his/her duties.

### ADMINISTRATION AND MANAGEMENT

1. The administration and direction of all employees shall be the responsibility of the Director or his/her designee. Hiring of new personnel, promotions, dismissals shall be under the Director's jurisdiction except where the Board has indicated restrictions. The employment of the Director shall be the responsibility of the Board.
2. JCPL is an Equal Opportunity employer and selection of employees is based solely on merit.
3. All employees are employees at will and can be terminated at any time without notice.
4. JCPL shall observe Indiana Library State Certification requirements.
5. Typically each employee will be evaluated annually in writing. The Director will be evaluated in May.
6. Close relatives of Board members and staff shall not be employed by the Library. Close relatives are defined to include: spouses, parents, children, brothers, sisters, brothers-and

sisters-in-law, fathers-and mothers-in law, stepparents, stepbrothers, stepsisters, and stepchildren.

## SALARIES

1. This salary policy will be reviewed annually to determine whether the classification plan fairly reflects the kind and level of positions needed to effectively operate the library and whether salary ranges are still fair and equitable. Salary obligations made by the Board or by the Director are contingent upon sufficient revenues of the Library.
2. The Board is responsible for determining the amount of money to be budgeted for salaries and setting the salary of the Director.
3. The Director is responsible for determining the job classification and salary amounts for each employee subject to board review.

### 4. **Explanation of Salary Plan**

- 4.1. Employees will be paid no less than the minimum salary in their classification.
- 4.2. Pages, clerks and Library Assistant I's will be evaluated after 3 months of employment. They will receive a 10 cent salary increase with a satisfactory 3 month evaluation. This also applies to employees promoted to clerk and Library assistant I's positions.

All new employees will be evaluated after 6 months' employment. A satisfactory rating will qualify the individual for vacation benefits if applicable (see Vacations section for details). Pages, clerks and Library Assistant I's will receive another 10 cent salary increase at this time and again at the end of the first year of employment if performance is satisfactory. This also applies to employees promoted to clerk and Library assistant I's positions. Promoted employees who have performed satisfactorily will receive the percentage increase determined by the board as per 4.4.

All newly promoted employees will be evaluated after 6 months in their new position.

An unsatisfactory rating at any time during the training/orientation period may result in immediate termination.

- 4.3. A new employee who has not completed his/her first full year of employment by January 1 will receive the first annual increase beginning with the pay period following the anniversary date of his/her 1 year employment.

An employee must work 8 months in the same position to qualify for the annual increase in January.



The employee will be eligible for ½ of the % increase determined by the board as per 4.3 the following January, if s/he has worked more than 3 months and less than 8 months at his/her 1 year salary. If the employee has worked less than 3 months at his/her 1 year salary, s/he remains at the present rate until the following January.

Pages will be eligible for ½ of the increase as per the salary schedule the following January, if s/he has worked more than 3 months and less than 8 months at his/her 1 year salary. If the employee has worked less than 3 months at his/her 1 year salary, s/he remains at the present rate until the following January.

- 4.4. Each year an employee's annual salary will increase by an amount or percentage as determined by the board, except for those in the "Page" classification. Page salaries are detailed in the Salary Schedule Chart, below.
- 4.5. Employees working less than an average of 8 hours per week do not automatically qualify for annual increases.

## 5. Work Performance

An employee who receives the lowest rating in 3 or more areas of a job performance evaluation is not eligible to receive a raise until they achieve a satisfactory evaluation. Re-evaluation shall occur no sooner than 30 days. Raises will be implemented when a satisfactory rating is received, and effective with the next pay period.

## 6. Salary Schedule

Minimums will increase ½ of annual salary increase to adjust for inflation each January in odd numbered years.

Compression adjustments will be applied to the salary schedule in accordance with federally mandated minimum wage increases.

Minimum salary for the page position will increase as required by federal law.

### Jasper County Public Library Salary Schedule (eff 1/1/2015)

| Classification            | Minimum       | Classification        | Minimum       |
|---------------------------|---------------|-----------------------|---------------|
| Clerk                     | \$9.67 9.82   | Business Manager      | \$15.98 16.22 |
| Library Assistant I       | \$10.27 10.42 | Librarian 1           | \$16.33 16.57 |
| Library Assistant II      | \$12.14 12.32 | Librarian 2           | \$16.97 17.22 |
| Library Specialist I      | \$12.47 12.66 | Librarian 3           | \$18.94 19.22 |
| Library Specialist II     | \$15.12 15.35 | Systems Administrator | \$18.94 19.22 |
| Library/HR Specialist III | \$15.39 15.62 | Janitor / Courier     | \$11.42 11.59 |
|                           |               | Maintenance           | \$12.94 13.13 |

|             | Minimum | One year | 2 yrs  | 3 yrs  | 4 yrs  |
|-------------|---------|----------|--------|--------|--------|
| <b>Page</b> | \$7.25  | \$7.55   | \$7.85 | \$8.15 | \$8.45 |

## 7. Interim Services

When an employee is asked to take on a major portion of the essential responsibilities of an absent employee in a higher job classification for more than three months, s/he will receive additional pay as determined by the Director for the time in which s/he serves in an interim capacity.

## 8. Salary Classifications

**Page:** Must be 15 16 years old. ~~If expected to work beyond 7:00 PM, they must be 16.~~  
Shelves books, straightens shelves. May also work at the circulation desk.

**Clerk:** High school diploma or equivalent graduate. Clerical work. Will work at circulation desk and/or in Technical Services.

**Library Assistant I:** High school diploma or equivalent ~~H.S. graduate~~. In addition to clerical duties, will do basic ready reference work or work in technical services department doing basic materials processing.

**Library Assistant II:** High school diploma or equivalent ~~H.S. graduate~~ with 2 years college or with 3 years library experience or with special technical expertise in a specific area of library operation.

**Library Specialist I:** 2 years of college or 5 years of library experience and continuing education or special technical expertise in a specific area of library operation. Responsible for area of library operation requiring extensive independent judgment and responsibility.

**Library Specialist II:** 5 years' experience as Library Specialist I. Demonstrates highly-developed skills. Spends at least 70% of time in a specialized area of library operation requiring extensive independent judgment and initiative.

**Library Specialist III/Human Resources Specialist III:** 2 years of college or 10 years' experience as a Library Specialist and head of a major library department or area or 3 years of experience in an HR specialized field.

~~**Systems Specialist:** 2 years of college or 2 years of technical experience. Requires extensive independent judgment and responsibility in maintaining and troubleshooting PCs and network problems.~~

**Business Manager:** 2 years of college or 5 years of experience in a related field (business and/or accounting). Manages business operations of Library System including supply inventory, financial records, personnel records, benefits administration, general office and secretarial duties; assists with budget preparations.

**Janitor:** High school diploma or equivalent. Responsible for cleaning and light maintenance of library building.

**Maintenance:** High school diploma or equivalent. Responsible for maintenance of library building.

**Courier:** High school diploma or equivalent. Valid driver's license; excellent driving record; current auto insurance; transports library materials daily to each library in system

**Librarian I:** Bachelor's degree and Indiana library certification, LC4. Responsible for Youth Services, Technical Services or a Branch.

**Librarian II:** MLS degree and Indiana library certification, LC3. Responsible for area of library operation requiring extensive independent judgment and responsibility.

**Librarian III:** MLS degree and Indiana library certification, LC3. Responsible for management of a library or Technical Services Department.

**Systems Administrator:** Bachelor's Degree including a significant amount of computer-related courses. Responsible for management of hardware and operating software for integrated library system and for computer network.

**Director:** MLS degree plus 2-3 years supervisory experience and Indiana Library Certification LC2 4. Supervises and directs the operation of the library system, and acts as liaison between Library Board and staff.

## 9. Changing Classifications

- 9.1. Moving from 1 classification to another is never automatic, even when stated requirements are met. Promotions are dependent on the availability of an opening in the higher position and on the Director's approval of a supervisor's recommendation for promotion of an employee.
- 9.2. When possible, vacancies in higher positions will be filled by promotion of qualified employees from within the library.
- 9.3. Upon promotion, an employee's salary shall immediately be raised to a minimum of 50 cents per hour above his/her present rate.

## BENEFITS

1. **Employees qualified for benefits:** Sections 2 through 8 apply to persons working 32 or more hours per week. Employees working 20 - 31 hours per week are eligible to earn sick pay (sec. 2) and vacation pay (sec. 4) and Funeral Leave after they have completed 3 years of service. All employees, regardless of the number of hours worked per week, are entitled to an Anniversary Holiday. See section 3.2 (Holidays).
2. **Sick Pay**

- 2.1. A paid **sick day** is defined as the number of hours the employee is regularly scheduled to work per week divided by 5. ~~on the day missed.~~
- 2.2. Employees receive the equivalent of 1 paid sick day per month during their first partial year of employment. 12 paid sick days per year are granted each January thereafter. Employees working 20 to 34 39 hours per week will receive paid sick days on a prorated basis.
- 2.3. Sick pay may accumulate to a maximum of 96 days.
- 2.4. Sick pay may be used in case of illness of the employee or a relative, as defined in other policies or by law, living in the employee's household.
- 2.5. 5 days of an employee's paid sick days per year may also be used for the care of a (step) parent or (step) child not living in the household. The Library reserves the right to request verifying documentation.
- ~~2.6. Employees absent 5 or more consecutive days must have a doctor's release to return to work. Employees working 24-40 hours per week, who are absent 5 or more working days, must have a doctor's release to return to work. Employees working 23 hours or less per week, who are absent for 3 or more working days, must have a doctor's release to return to work.~~
- 2.7. Sick pay may be used for an employee's medical appointments if an appointment cannot be made on the employee's own time.
- 2.8. Employee should notify supervisor of his/her desire to use paid sick days 30 days in advance for a foreseeable medical reason.
- 2.9. Paid sick days are a privilege to be used only for the above purposes. Paid sick days cannot be used as vacation or earned time off.
- 2.10. Paid sick days may be used with special approval of the director for extended funeral leave for immediate family members as defined, in the funeral section, and for other funerals.

### 3. **Holidays**

- 3.1. Employees who work an average of 32 hours or more per week are eligible for paid holidays. Refer to the Holiday Policy for a list of holidays we observe.

- 3.2. An Anniversary Holiday, defined in the Holiday Policy, will be given to any long-term employee regardless of full or part time status. Anniversary holidays will be prorated for employees working less than 32 hours per week.
- 3.3. An employee who is eligible for paid holidays and most always works the same number of hours per day each week, will receive that same number of hours for holiday pay.
- 3.4. If the holiday falls on the employee's day off, that employee is granted equivalent time off with pay to be taken within the month. If the employee works 40 hours per week, the equivalent time must be taken within the work week. Not applicable for exempt employees.

#### 4. **Vacations**

##### 4.1. **Schedule of earned vacation credit**

**Vacation time** is based on a 40 hour work week and is prorated for employees working 20 to 39 hours per week.

A vacation day is defined as the hours that an employee is regularly scheduled to work per week during the time the vacation is accrued divided by 5.

##### 4.1.1. Librarians I, II, III, **Business Manager**, and Systems Administrator

- A. Librarian or Systems Administrator working an average of 32 hours per week or more
  - 0-4 years' service - 1.5 days per month with pay
  - 5+ years' service - 2 days per month with pay
- B. Director
  - 0+ years' service - 2 days per month with pay

##### 4.1.2. Employees working an average of 32 hours per week or more

- 0-4 years' service - 1 day per month with pay
- 5-9 years' service - 1.5 days per month with pay
- 10+ years' service - 2 days per month with pay

##### 4.1.3. Part time employees working 20 to 31 hours per week

- 3-9 years' service - 1 day per month with pay
- 10+ years' service - 1.5 days per month with pay

#### 4.2. **Regulations**

- 4.2.1. No employee may take vacation without approval of the Director, Supervisor, or his/her designee. Vacation requests are approved in consideration of the scheduling needs of the department.
- 4.2.2. Vacation time is accrued from the first day of employment.
- 4.2.3. During the first partial year of employment, all vacation time is prorated.
- 4.2.4. Vacation time is credited after completion of the new employee's 6 month training/orientation period AND receiving a satisfactory performance evaluation.
- 4.2.5. Any employee who has successfully completed his/her orientation period and leaves before the end of any year will be paid in a lump sum for unused vacation leave.
- 4.2.6. Vacation time accrued during 1 calendar year may be taken after the beginning of the following calendar year.
- 4.2.7. Vacation time should be used in no less than ½ day increments. Exceptions may be granted only under unique circumstances and on a limited basis with the approval of the supervisor.
- 4.2.8. Vacation time is not cumulative from 1 year to the next.
- 4.2.9. Vacation leave will not accrue during unpaid leaves of absences.

## 5. **Funeral leave**

- 5.1. Staff members who qualify may have up to 3 paid working days (prorated for employees working 20-31 hours) to arrange and attend a funeral or memorial service of the employee's spouse, the employee or spouse's (step) child, (step) sibling, (step) grandparent, (step) grandchild, or (step) parent, or the spouse of any of the above.
- 5.2. Paid sick days may be used with special approval of the director for extended funeral leave for immediate family members as defined, in the funeral section, and for other funerals.

## 6. **Paid Weather Days**

- 6.1. An excused absence with pay will be given by the Director or his/her designee to any employee working an average of 32 hours or more per week when weather conditions necessitate the closing of the library.



Such absences will not be charged to accrued, vacation time, or sick time. Any employee who is on sick or vacation time or birthday holiday or anniversary holiday when library is closed for such stated emergencies will be charged with his/her sick or vacation time or birthday holiday or anniversary holiday as if the library were open for business. If the library closes for such emergencies on an employee's day off, the employee will not receive a paid weather day off. Employees, working fewer than 32 hours per week, who are offsite and are scheduled to work but are unable to work due to library closure, will be rescheduled as it fits with library needs. All employees who are onsite at time of emergency closure will be paid for the remainder of their shift.

In the event of library closings due to temporary unsafe or unhealthy working conditions, employees may be asked to report to another branch. Mileage will be paid in this case, if the distance traveled is greater than the distance from the employee's home to his/her usual workplace. Carpooling to the new location is expected when practical.

## **6.2. Jury Duty**

6.2.1. The Library recognizes that jury or witness duty is the obligation of all citizens and encourages its employees to fulfill this obligation. If you are called for jury duty or subpoenaed as a witness in a court or administrative agency action, you will be granted excused time away from work. You must, however, return to your duties any time you are not needed in the courtroom. If you are called for jury duty or subpoenaed as a witness, you should advise your supervisor and give the supervisor a copy of the summons or subpoena as soon as possible after learning that you must serve.

Non-exempt employees will receive the difference between their average straight time hourly rate up to 8 hours per day and the payment they receive for jury service for time they otherwise would have been regularly scheduled to work. Employees must present proof of the amount of jury pay received.

Exempt employees will receive their normal salary for partial workweeks in which they perform jury service or witness duty related to the Library's business, less any jury fees received.

Employees must present proof of the amount of jury pay received.

6.2.2. Employees shall note jury duty on their time sheet in the excused absence column. 'Jury duty' should be written in the note field.

## **7. Public Employee's Retirement Fund (PERF)**

- 7.1. Employees who work an average of 32 or more hours per week are required to enroll in PERF if they hold positions classified as:

|                            |                            |
|----------------------------|----------------------------|
| Director                   | Business Manager           |
| Assistant Director         | Library Specialist         |
| Librarian 3                | Library Assistant          |
| Librarian 2                | Special Services Librarian |
| Librarian 1                | Systems Administrator      |
| Assistant Business Manager |                            |

- 7.2. The employee's mandatory contribution to PERF is 3% of gross earnings. In addition, the Library also contributes to JCPL's PERF account. This money will be paid out to eligible JCPL employees during their retirement.
- 7.3. Eligible employees may also elect to make voluntary pre-tax and/or post-tax contributions toward their retirement savings up to an additional 10% of gross earnings.

**8. Health/life insurance**

- 8.1. The library offers a group health package that includes medical, dental, prescription, vision, life and accidental death benefits that, is presently available to all employees working 30 hours or more per week. The Library has adopted the Internal Revenue Code Section 125, Premium Conversion Plan, to pay for qualified employee insurance premiums.
- 8.2. The library will pay all but \$1.00 per year of the life insurance cost for any eligible employees who elect not to take the health insurance.

**9. Family and Medical Leave/Military Leave**

The Library will comply with all applicable laws regarding FMLA and Military Leaves of Absence. Consult the JCPL FMLA/Military Leave Policy for more details.

**10. Meal time**

Each employee working 7 hours or more in one day may take at least 30 minutes up to 1 hour of their own time for lunch or supper.

**11. Break time**

Each employee is allowed a break of 15 minutes of paid time for each continuous working schedule of 3 ½ hours.

Employees under the age of 18, who are scheduled to work 6 or more consecutive hours must take a 30 minute break without interruption. If they work 7 or more hours in the day, the break is fully paid. If they work less than 7 hours, they are paid for 15 minutes of their break.

Because the Library is subject to the Fair Labor Standards Act the Library must provide "a reasonable break time" to employees for the purpose of expressing breast milk. The Library must provide the break time whenever the employee has a need to express breast milk. While the Library is not required to pay employees for this break time, it must provide the lactating employee a private place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public. The Library is only required to provide break time to lactating employees for up to one year after the child's birth.

#### 12. **Leave without pay**

Good attendance is a condition of employment and necessary for the smooth, efficient, economical running of the library. Leave without pay may, on occasion, be granted by the Director as long as it is not detrimental to JCPL. Unapproved absences without pay will result in disciplinary action.

#### 13. **Overtime Guidelines**

As a general rule, non-exempt employees may work no more than 40 hours per week. If management determines that overtime must be worked by non-exempt employees, an employee's schedule may be adjusted in another week for budgetary reasons.

#### 14. **Meetings and conferences**

14.1. Monies budgeted for professional meetings may be provided to employees and board members for the purpose of attending meetings and conferences fostering continuing education and training in those areas related to the operation of the library.

14.2. All employees and Board members are encouraged to attend library related meetings and workshops. Each employee must obtain approval of his/her supervisor and the Director before attending such meetings and seeking expense reimbursements. The Director may approve staff attendance at any Indiana Library Federation (ILF), Indiana State Library, or MCLS meeting/webinar/conference/workshop and ALA or PLA webinar. Others must be approved by the Board.

14.3. Employees attending meetings or conferences are paid only for their regularly scheduled hours. Any time exceeding the scheduled time shall be considered

compensatory time and shall conform to section 13. When attending all day meetings, 1 hour is unpaid lunch time, unless the meeting continues through the lunch hour.

- 14.4. To receive compensation for expenses incurred for any meeting, employees and Board members must submit accounts payable vouchers with attached receipts to the Director's office by the Monday preceding the next board meeting.

## 15. **Certification**

It is the policy of the library to meet the standards set by the Indiana State Library for certification levels for professional staff members. It is the responsibility of each professional staff member to maintain the certification level appropriate to the position he/she fills and to pursue the library education units (LEUs) required by the Indiana State Library for re-certification for the professional position he/she holds: Director: 100 LEUs every 5 years; Department and Branch Head: 75 LEUs every 5 years; Professional Assistant: 50 LEUs every 5 years. Each professional staff member must submit a copy of each LEU certificate received to the business office.

## 16. **Travel**

- 16.1. Approved library business includes outreach activities, banking, post office, AV Shopping, conferences, workshops, field trips, counterpart meetings, or meetings approved by the Board and travel among the 3 libraries of the Jasper County Public Library system.
- 16.2. Employees traveling on approved library business will be reimbursed for mileage at the IRS approved rate.
- 16.3. Employees are prohibited from using personal communication devices (i.e. cell phones, pagers, etc) while operating a motor vehicle on library business. Employees operating a motor vehicle should park in a safe area before making or receiving telephone calls or otherwise using personal devices. Furthermore, employees are required to be familiar and comply with the laws of the jurisdiction in which they are driving.

## 17. **Appropriate dress**

Appropriate dress and personal grooming create a favorable image for the library. We expect you to use good judgment and to maintain high standards in your personal cleanliness and attire. Your appearance affects the library's image. The library reserves the right to determine that particular attire is inappropriate for its business and to inform you of this and instruct you to change inappropriate attire. Some clothing, such as jeans, normally judged

unacceptable for work, will be allowed on casual dress days and on other special occasions with permission from the Director.

#### **18. Alcohol and drug use**

Use of alcoholic beverages is prohibited on all library property.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on library property. Employees violating that prohibition will be terminated. Employees working under the influence of alcohol or under the influence of illegally-used drugs may also be terminated. All violations will be reported to local law enforcement authorities.

An employee must notify the Director of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Such conviction will result in dismissal.

#### **19. Discipline**

The Jasper County Public Library makes no promise of continued employment or employment for a specific period of time. The employer-employee relationship remains at-will. An individual's employment will continue only so long as the employee is satisfied with the library, and the library is satisfied with the employee.

Any employee who fails to perform the job satisfactorily, or is otherwise guilty of misconduct or insubordination, will be subject to discipline. In many cases, progressive discipline will be employed, including counseling, verbal warnings followed by written warnings, before more drastic measures are taken. Because circumstances vary in each case, each situation will be handled on an individual basis.

#### **20. Outside Employment**

JCPL does not prohibit employees from outside employment. The job cannot, however, interfere with meeting the staffing needs of JCPL. Employees may not have outside employment while on leave (except vacation leave) from JCPL.

#### **21. Workers Compensation**

This insurance covers employee work-related injuries. It pays for medical expenses and for time off work due to the injury according to WC Regulations. The employee may use paid sick leave to make up the difference between workers' compensation time-off reimbursement and the employee's normal wage for that time period.

22. **Telecommuting**

Telecommuting arrangements will only be allowed at the discretion of the Director.

Adopted 10/93; revised 4/14; revised 7/14; revised 4/15



## FMLA/MILITARY LEAVE POLICY

### LEAVES OF ABSENCE

Employees may not engage in other work while on leave (other than military or vacation leave), nor may they take part in non-work-related activities that are inconsistent with their qualifying reasons for any type of medical and/or FMLA or personal leave. Employees abusing leave may lose their entitlement to leave and will also be subject to discipline up to and including discharge.

#### **A. Personal Leave Of Absence**

At its discretion the Library may grant an unpaid personal leave of absence upon an employee's written request to the Director after the employee has used all earned vacation. A request for a leave of absence must clearly state the reason for the leave and the amount of time requested. Requests will be granted only for **urgent** and **exceptional** circumstances, and when the leave is appropriate based on Library workload, staffing, and other factors affecting feasibility of the leave. Personal leave cannot be used to extend an FMLA or a medical leave of absence. Personal leaves of absence will be granted in one-week increments and will not typically exceed 4 weeks during a rolling 12-month period. A "rolling" 12-month period is measured backward for each employee from the date he uses personal leave. **Note:** At its discretion, the Library may grant unpaid days off for part-time employees.

At the Library's discretion, upon written request to the Director made at least three working days before the expiration of the initial approved personal leave, a personal leave may be extended, but not beyond 6 weeks in a rolling 12-month period.

At the conclusion of a personal leave of absence, you will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, but the Library may reassign you based on its then current business and personnel needs. Failure to return to work at the end of a personal leave or the unavailability of a position caused by the elimination of your position or a layoff will result in the administrative termination of your employment.

#### **B. Medical Leave Of Absence For Non-FMLA-Eligible Employees**

If you are unable to work because of illness or injury (work-related or non-work-related) of more than five consecutive work days, you will be placed on a leave of absence. Absences due to illness or injury of five consecutive work days or less will be addressed under the attendance and paid time off policies.

For employees who have been employed continuously for 12 continuous weeks to one year, or are regularly scheduled to work fewer than 1,250 hours annually and, thus, typically are not FMLA eligible, medical leave may be renewed for successive periods up to a maximum of 4 weeks during a "rolling" 12-month period. This leave must be used in full-day increments. A "rolling" 12-month period is measured backward for each employee from the date the employee uses medical leave.

For employees employed fewer than 12 continuous weeks, medical leave will be granted only in the following circumstances:

(1) The employee is a qualified individual with a disability and granting a reasonable extended leave would be an accommodation that would not cause the Library undue hardship.

(2) The employee will be granted up to six weeks of medical leave for maternity purposes.

(3) The employee will be granted one period of medical leave for an absence of between six and ten consecutive work days. Any medical leave granted during the first 12 weeks of employment will be treated as part of the 4 weeks of medical leave available to employees during their first year of employment.

### **Medical Documentation**

To be granted a medical leave, you must provide Human Resources appropriate medical documentation confirming that you are medically unable to work and estimating the length of the absence. You may be (a) asked the status of any medical condition, (b) required to provide medical evidence from your health care provider or from a health care provider of the Library's choice concerning any medical condition, (c) denied a request for medical leave or a request for renewal if it determines, from the medical evidence, that you are able to perform your work, and (d) placed or continued on medical leave if the Library determines, from the medical evidence, that you are not able to perform the essential functions of your job with or without reasonable accommodation. If you are granted a medical leave, you must use all available paid time off concurrently with the leave.

### **Expiration Of Leave**

You must notify Human Resources at least five working days prior to the expiration of a medical leave whether you will return to work or whether you need a renewed medical leave. In either case, you must provide documentation from your health care provider confirming your ability to return to work or the basis for the need for a renewed medical leave. Failure to provide at least five days' notice may cause a delay in your return to work.

### **Conclusion Of Leave**

At the conclusion of a medical leave of 4 weeks or less, you will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. However, the Library may reassign or change your position based on its then current business and personnel needs, and the availability of any accommodation that would not cause undue hardship on its operation. If you return to work after a medical leave, you will resume employment on the same terms and conditions applicable to employees generally without having to satisfy any benefit plan waiting periods applicable to new employees. If you are not released to return to work and have exhausted all available leave time, your employment will be administratively terminated at that time.

### **C. Family And Medical Leave Policy**

The Library provides leaves of absence to eligible employees for certain family and medical reasons. This policy is intended to comply with a federal law known as the Family and Medical Leave Act of 1993 ("FMLA"), as amended. In addition, the U.S. Department of Labor's FMLA Notice is posted in the workplace and attached at the end of this policy.

Note: This policy is not meant to address and cannot possibly address every potential situation that may implicate the FMLA. It does, however, set forth the procedures and requirements generally applicable to FMLA leave requests. In certain circumstances, the law requires the Library to designate absences as FMLA leave even when the employee does not request FMLA leave, and the Library will comply with its legal obligations in those and all other situations.

#### **Eligibility**

To be "eligible," an employee must have worked for the Library as of the date the requested leave is to begin:

for at least 12 months and

for at least 1,250 hours during the previous 12 months.

#### **Reasons For Leave**

FMLA leave may be requested for the following reasons:

Parenting Leave. This leave can be taken to care for a new son or daughter, including by birth or by adoption or foster care placement. An employee may take Parenting Leave only during the 12-month period that begins on the date of the birth, adoption, or placement, and this leave cannot be taken intermittently or on a reduced schedule;

Family Medical Leave. This leave can be taken by an employee to care for the "serious health condition" of the employee's spouse, son or daughter, or parent;

Employee Medical Leave. This leave can be taken for the employee's own "serious health condition" if the condition renders the employee unable to perform his job functions;

Military Family Exigency Leave. This leave can be taken by an employee because of a qualifying exigency arising from the fact that the employee's spouse, son or daughter, or parent is on or has been called to covered active duty in the U.S. Armed Forces. Qualifying exigencies include things such as making arrangements necessitated by short-term deployments, attending certain military events and related activities, assisting the Covered Military Member with alternative child care

arrangements when the active duty or call to active duty status necessitates a change in the existing arrangements, and assisting the Covered Military Member with certain financial and legal arrangements related to active duty or the call to active duty; or

**Covered Servicemember Leave.** An employee may take this leave to care for the employee's spouse, son or daughter, or parent who is a Covered Servicemember with a Serious Illness or Injury incurred or aggravated in the line of duty on active duty. Also, this leave may be taken by an employee who is the next of kin of a Covered Servicemember.

### **Duration of Leave**

An eligible employee is entitled to a total of 12 work weeks of leave during a "rolling" 12-month period measured backward for each employee from the date he uses FMLA leave other than Covered Servicemember Leave.

For Covered Servicemember Leave, eligible employees are entitled to up to 26 workweeks of leave in a single 12-month period. For purposes of Covered Servicemember Leave only, the "single 12-month period" is the 12-month period measured forward from the first date of Covered Servicemember Leave.

When a husband and wife are both eligible employees of the Library, the husband and wife will be permitted to take only (1) a combined total of 12 weeks for Parenting Leave or (2) a combined total of 26 weeks in a single 12-month period for Covered Servicemember Leave.

### **Substitution of Paid Leave**

Generally, FMLA leave is unpaid. However, if an employee (a) also has available paid time off and (b) the employee's leave request meets the requirements of that paid time off program, the employee will be required to use all available paid time off concurrent with FMLA leave. The Library will apply paid time off during FMLA leave in accordance with the following chart:

| <b><u>TYPES OF<br/>PAID TIME OFF</u></b> | <b><u>APPLIED DURING</u></b>      |                                            |                                              |                                  |                                                        |
|------------------------------------------|-----------------------------------|--------------------------------------------|----------------------------------------------|----------------------------------|--------------------------------------------------------|
|                                          | <b><u>Parenting<br/>Leave</u></b> | <b><u>Family<br/>Medical<br/>Leave</u></b> | <b><u>Employee<br/>Medical<br/>Leave</u></b> | <b><u>Exigency<br/>Leave</u></b> | <b><u>Covered<br/>Service<br/>Member<br/>Leave</u></b> |
| (1) Sick Pay                             | Yes                               | Yes                                        | Yes                                          | No                               | Yes                                                    |
| (4) Vacation                             | Yes                               | Yes                                        | Yes                                          | Yes                              | Yes                                                    |

Employees will not be required to use available paid time off when receiving worker's compensation benefits. However, where disability or workers' compensation benefits

provide replacement income that is less than the employee's full salary, employees may elect to use available paid time off to supplement such benefits with a written request to the Human Resources Department. FMLA will run concurrently with worker's compensation benefits, regardless of whether the employee supplements those benefits with available paid time off.

### **Intermittent or Reduced Schedule Leave**

Under certain circumstances, an employee may take intermittent or reduced schedule leave in increments of no less than one-quarter hour. "Intermittent leave" generally means leave taken on an occasional basis for such reasons as medical treatments. "Reduced schedule leave" means a temporary, but regular, change in the employee's usual number of hours per day or hours per week.

An employee is not entitled to take leave intermittently or on a reduced schedule for Parenting Leave.

For Family Medical, Employee Medical, or Covered Servicemember Leave, the employee may take an intermittent or reduced schedule leave if it is medically necessary. An employee must provide certification that a medical need for leave exists and that the medical need can best be accommodated through an intermittent or reduced schedule leave. Military Family Exigency Leave may also be taken on an intermittent or reduced schedule basis.

Employees needing intermittent leave or a reduced schedule must make reasonable efforts to schedule their leave so as not to disrupt the Library's operations. In addition, if an employee requests intermittent or reduced schedule leave that is foreseeable based on planned medical treatment, the Library may require the employee to transfer temporarily to an available alternative position, with equivalent pay and benefits, for which the employee is qualified and which better accommodates intermittent or reduced schedule leaves.

### **Notification Requirements**

An employee must request FMLA leave at least 30 days before the date FMLA leave is to begin by requesting and completing a Request for Leave Form (except in cases of medical emergency, unexpected changed circumstances, or where the need for leave is unforeseeable. In that case the employee must give notice as soon as practicable after the employee is aware that he needs to take FMLA leave). Request for Leave Forms can be obtained from Human Resources.

If an employee requests Family Medical, Employee Medical, or Covered Servicemember Leave, the employee must submit a medical certification from the employee's or family member's health care provider within 15 days after the Library delivers the written request for medical certification for FMLA leave. The certification must also notify the Library of the reasons why the intermittent or reduced schedule leave is medically necessary and of the schedule for treatment if applicable. Employees requesting Military Family Exigency Leave must also submit certification of the qualifying exigency within 15 days after the Library's written request.

If an employee fails to give 30 days' notice for a foreseeable leave with no

reasonable excuse for the delay, the Library may deny FMLA leave until at least 30 days after the date the employee provides notice of the need for FMLA leave. After an employee submits a medical certification, the Library may require an employee to obtain a second opinion from a provider of the Library's choice and at its expense. In some cases, the Library may require, at the Library's expense, a third opinion from a provider selected jointly by the employee and the Library.

During FMLA leave, an employee may be required to report periodically on his status and intent to return to work.

Employees on a Family or Employee Medical Leave may also be required to submit to the Library medical recertifications periodically during the leave period subject to the same rules as the initial medical certification. Medical recertifications may also be required under certain specific circumstances, for example, (1) when an employee requests an extension for a leave, (2) when circumstances under an initial certification have significantly changed, (3) when there is information which casts doubt on the current medical certification, or (4) when an employee is unable to return to work after FMLA leave.

Upon the conclusion of an Employee Medical Leave, the employee must present to the Library certification from his health care provider that he is able to return to work. Unless and until an employee provides this fitness-for-duty certification, the employee will not be able to return to work.

### **Continuation of Benefits**

As a general rule, FMLA leave is unpaid. The Library, however, will maintain an employee's coverage under the Library's group health plans on the same conditions during FMLA leave as if the employee had been employed continuously during the FMLA leave period. An employee may choose not to continue coverage. An employee who continues health coverage must continue to pay his share of the premiums during an FMLA leave period to maintain coverage. An employee's premium payment is due on the same schedule as premium payments are made under COBRA.

The Library's obligation to continue group health and group life coverage during FMLA leave will end if the employee's premium payment is more than 30 days late. Even if an employee does not continue health coverage during FMLA leave, the Library will restore regular coverage if the employee returns to work.

To continue or discontinue any AFLAC, PERF, and Deferred Comp Plan benefits, the employee must make arrangements with the Business Office prior to or immediately after going on leave.

### **Right to Job Restoration**

Upon return from FMLA leave, employees will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.



Certain salaried key employees (as defined by the FMLA) may be denied restoration if their reinstatement would cause substantial and grievous economic injury to the Library. If, during FMLA leave, a reduction or other event occurs that would have changed, or even eliminated, the employee's job had the employee not taken leave, the returning employee will have no greater rights than if the employee had been continuously employed during FMLA leave. The Library will determine whether an employee will be restored to the same position or to an equivalent position.

If an employee chooses not to return to work after FMLA leave expires, the Library may recover its share of health insurance premiums paid on the employee's behalf during the FMLA leave period. The Library will seek to recover those premiums unless the employee fails to return because of (1) the continuation, recurrence, or onset of a serious health condition (or serious illness or injury, with respect to Covered Servicemember Leaves) that would otherwise entitle the employee to FMLA leave or (2) other circumstances beyond the employee's control. If an employee fails to return to work because of the continuation, recurrence, or onset of a serious health condition (or serious illness or injury, as applicable), the employee must provide a medical certification of his serious health condition or serious illness/injury. The employee must provide the certification within 30 days from the date the Library requests it. If the employee does not provide the certification in a timely manner, the Library may recover its share of the health insurance premiums paid for the employee during the entire FMLA leave period.

At the exhaustion of FMLA leave time, if an employee is unable to return to work, employment will be administratively terminated unless (1) an evaluation of the employee's circumstances indicates that the employee is a qualified individual with a disability for whom a reasonable extension of leave would be an accommodation, and the Library can provide that accommodation without causing an undue hardship on its operation; or (2) the employee is eligible for additional sick days under the Library's policy; in that case, with proper medical certification, leave will be extended for up to the number of sick days available but not for parenting or exigency leave. However, if your leave is extended in this regard, you are not assured of returning to the same or equivalent job. Instead, upon your release to return to work, you will be returned to an available position for which you are qualified; if there is no available position for which you are qualified, your employment will be administratively terminated at that time.

### **Selected Definitions**

"Parent" means a biological, adoptive, step or foster father or mother, or any other individual who stood in the place of the employee's parent when the employee was a Son or Daughter (see definition of "Son or Daughter" below). The term "Parent" does not typically include parents "in law" or "grandparents."

"Son or Daughter/Child" means a biological, adopted or foster child, a stepchild or legal ward of an employee, or a child for whom the employee stands in the place of a parent, who is either (1) under age 18 or (2) age 18 or older and incapable of self-care because of a mental or physical disability at the time that FML is to commence. (This definition does not apply to Covered Servicemember Leave or Military Family Exigency Leave.)

"Son or Daughter/Child of a Covered Servicemember" means a Covered Servicemember's biological, adopted or foster child, stepchild, legal ward, or a child for whom

the Covered Servicemember stood in the place of his parent, who is of any age. (This definition only applies to Covered Servicemember Leave.)

"Son or Daughter/Child on covered active duty" means (1) the employee's biological, adopted or foster child, stepchild, legal ward, or a child for whom the employee stood in the place of the parent when the child was under 18, (2) who is on or called to covered active duty, and (3) who is of any age. (This definition only applies to Military Family Exigency Leave.)

"Covered Active Duty" or "Call To Active Duty Status" means, in the case of a member of the regular Armed Forces, duty during deployment to a foreign country. In the case of a member of a reserve component of the Armed Forces, covered active duty means duty during deployment to a foreign country under a call or order to active duty in support of a contingency operation under qualifying provision of law.

"Covered Servicemember" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the military's temporary disability retired list for a serious illness or injury. Covered Servicemember also means a veteran who (1) is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and (2) was a member of the Armed Forces (including a member of the National Guard or Reserves) and was released or discharged, other than dishonorably, at any time during the 5-year period before the first date the eligible employee takes Covered Servicemember Leave.

"Serious Illness or Injury" with respect to a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness incurred or aggravated in the line of duty and on active duty that renders the Covered Servicemember unfit to perform the duties of his or her office, grade, rank or rating. With respect to a Covered Servicemember who is a veteran, Serious Illness or Injury means a qualifying illness or injury (as defined by the Secretary of Labor) that was incurred or aggravated in the line of duty on active duty in the Armed Forces and that manifested itself before or after the member became a veteran and is (1) a continuation of a serious injury or illness incurred or aggravated when the veteran was a member of the Armed Forces and rendered him unable to perform the duties of his office, grade, rank, or rating; (2) a physical or mental condition for which the veteran has a VA Service Related Disability Rating of 50% or greater; (3) a physical or mental condition that substantially impairs the veteran's ability to secure or hold gainful employment because of disability related to military service; or (4) an injury (including a psychological injury) for which the veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

"Outpatient Status" with respect to a Covered Servicemember who is a current member of the Armed Forces means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

# EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

## Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

## Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

**\*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

## Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

## Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months\*, and if at least 50 employees are employed by the employer within 75 miles.

**\*Special hours of service eligibility requirements apply to airline flight crew employees.**

## Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

## Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

## Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

## Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

## Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

## Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

## Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

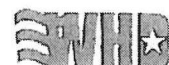
FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

**FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.**



For additional information:  
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627  
[WWW.WAGEHOUR.DOL.GOV](http://WWW.WAGEHOUR.DOL.GOV)

U.S. Department of Labor | Wage and Hour Division



WHD Publication 1420 - Revised February 2013

#### **D. Military Family Leave Policy**

Indiana's Military Family Leave Act provides leave to eligible family members of individuals on active duty in the U.S. Armed Forces or the Indiana Army or Air National Guard. "Active duty" means full-time service on active duty orders for a period of at least 90 consecutive calendar days.

##### **Eligibility**

Eligible employees include the following relatives of the individual on active duty:

- spouse;
- biological or adoptive parent;
- court-appointed guardian or custodian;
- biological grandparent;
- sibling (by blood or adoption); or
- child (by blood or adoption).

To be eligible for Military Family Leave, an employee

- must have been employed by the Library for at least 12 months and
- must have worked at least 1,500 hours during the 12-month period immediately preceding the date that the leave is to begin.

##### **Leave Entitlement**

Eligible employees may take up to 10 days off work per year as Military Family Leave. Under this policy, a year is a "rolling" 12-month period measured backward for each employee from the date he uses Military Family Leave. Leave can be taken during:

- the 30 days before active duty orders are in effect;
- during a leave provided to the one on active duty while the active duty orders are in effect; and
- the 30 days after the termination of the active duty orders.

### **Notification Requirements**

Employees must provide a written request for Military Family Leave to Human Resources and provide a copy of active duty orders, if available, before taking leave. This request must be made at least 30 days before the date the requested leave is to begin unless the active duty orders are issued fewer than 30 days prior to the date the requested leave is to begin.

### **Pay During Leave**

Military Family Leave is unpaid, but employees may use vacation days during this leave upon request.

### **Continuation Of Benefits**

The Library will maintain an employee's coverage under its Health and Life Plan on the same conditions during Military Family Leave as if the employee had been employed continuously during the leave period.

### **Job Restoration/No Retaliation**

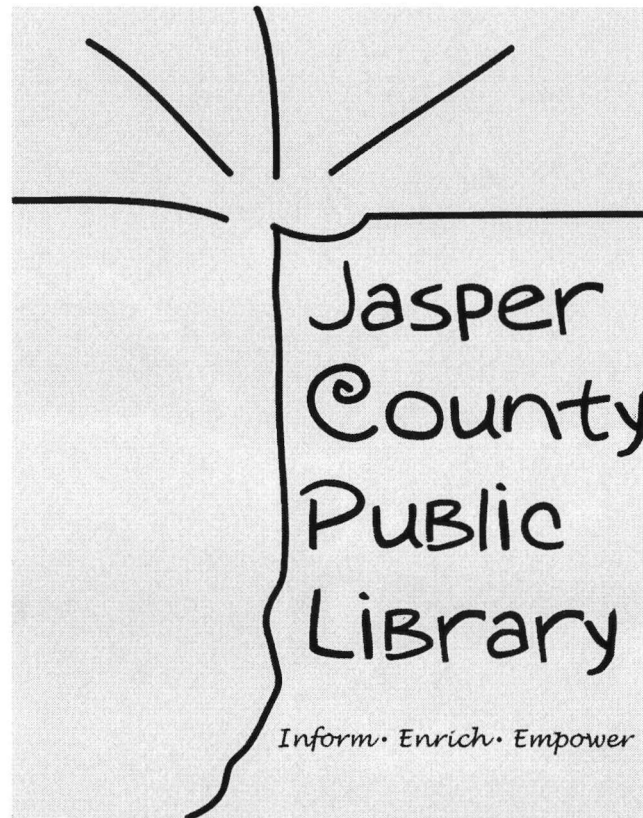
Upon return from this leave, employees will generally be restored to their position. No action will be taken against an employee because of the use of this leave. If, during the leave, a layoff or other event occurs that would have changed, or even eliminated, your job had you not taken leave, you will have no greater rights than if he had been continuously employed during the leave.

### **E. Military Leave**

The Library will comply with all applicable laws regarding military leaves of absence. You may elect to use vacation during military service.

5/09; revised 7/10; revised 10/11; revised 3/13; revised 3/15





## ***Technology Plan 2014-2017***

**Jasper County Public Library  
208 W. Susan Street  
Rensselaer, IN 47978**

***[www.myjcpl.org](http://www.myjcpl.org)***

**Creation Date: 10/31/13  
Approved December 9, 2013  
Revised: April 2015**



**JASPER COUNTY PUBLIC LIBRARY**  
**INFORMATION TECHNOLOGY PLAN**  
**2014 Thru 2017**

**Creation Date: 10/31/13 rev 12/5/2013**

## I. INTRODUCTION

The Jasper County Public Library sees technology as one means of providing its community with equal access to information in an age when information is power. This Information Technology Plan has been prepared as a way of achieving that vision. While intended to guide the Library in its choices and uses of technology through 2017, the Plan is not designed to act as a constraint to innovation or special opportunities. The Plan will, therefore, be reviewed and, if necessary, revised on an annual basis.

The Plan is divided into the following sections:

- ◆ Section I — Introduction (p. 2)
- ◆ Section II — The Library, Its Mission, and Its Goals (pp. 3-4)
- ◆ Section III — Technology Vision and Guiding Principles (pp. 5-6)
- ◆ Section IV — The Information Technology Plan (pp. 7-20)
  - 1 — Enhance information resources and information delivery methods
  - 2 — Purchase and/or upgrade the hardware and software required to support the Library's technology programs in a fast and efficient manner
  - 3 — Provide adequate staff to carry out the Information Technology Plan
  - 4 — Provide for technology disaster recovery
  - 5 — Enable independent patron use of electronic resources
  - 6 — Determine library needs that are better met collaboratively
  - 7 — Develop and maintain a funding strategy to fund the Information Technology Plan
- ◆ Section V — Professional Development (p. 21-22)
- ◆ Section VI — Needs Assessment (pp. 23-31)
  - 1 — Needs Assessment Tools
  - 2 — Present Technology at JCPL
- ◆ Section VII — Budget (pp. 32-35)
- ◆ Section VIII — Plan Evaluation (p. 36)

The original plan was developed according to the wishes of the Technology Plan Committee, consisting of representatives of Jasper County schools, businesses, media representatives and library staff. It was prepared with the assistance of Information Systems Consultants, Inc. The most recently revised plan was developed by the Systems Administrator and Library Director, with input from the Management Team and approved by the Board of Trustees.

## II. THE LIBRARY, ITS MISSION, AND ITS LONG RANGE GOALS

### The Library

The Jasper County Public Library (JCPL) serves a population of approximately 31,525, with libraries in DeMotte, Rensselaer (headquarters), and Wheatfield. The DeMotte and Rensselaer Libraries, built in 1992, are approximately 17,000 square feet each. The Wheatfield Library, built in 2005, is approximately 14,900 square feet.

The Library has over 22,970 registered borrowers. Annual circulation is 318,776, an average of 14 titles per year per registered borrower. The collections total 201,271 items including over 9000 e-books.

The Library does not limit patrons to use of their own agency's collections; it shares materials freely among the three locations. Approximately 9,081 such intra-library loans occur each year. There is daily courier service to facilitate the movement of materials. In addition, the Library borrows over 2,000 items a year from other libraries through interlibrary loan. Turnaround time for interlibrary loan is approximately 1.5 weeks. The Library also uses fax machines and PDF scanning/email to move information quickly among the agencies and with other libraries. The Library has website that offers online access to our Library events calendar, local information and history, library catalog, and links guiding Internet users to useful websites and databases. All staff computers and 32 public computers have Internet access. In addition, a wide-area network allows patrons at all three libraries to access valuable databases accessible through the library's servers and online. This network also allows staff to share files with each other, to print to network printers, share calendars, exchange e-mail. At each library we have a wireless network that offers patrons the opportunity to bring their laptops or other portable devices to the library and access the Internet. Self-checkout kiosks provide patrons with independent access to library materials if they desire. Full service checkout is still available.

### Our Mission Statement

The Jasper County Public Library's mission is  
to inform, enrich and empower our diverse community.

## Our Long Range Goals

- JCPL is a welcoming community hub.
- JCPL is a collaborative community partner.
- JCPL increases awareness of its services and collections.
- JCPL engages its community in lifelong learning.

## **JCPL's Mission and Long Range Goals**

The overall mission of JCPL is to inform, enrich and empower our diverse community.

The Library's long-range goals include (taken from current LRP):

- The Library will provide the community with a trained and highly motivated staff with diverse skills who contribute to the achievement of library goals.
- The Library will provide opportunities for professional growth and will encourage staff participation.
- The Library will reach out to the community to increase awareness of its products, resources, and services and communicate that it is always growing and changing with the needs of those it serves.
- The Library will operate and maintain facilities based on the changing role of the library and the needs of the community.
- The Library will provide and expand products, services, and programs to meet the needs of the community.

In each area of focus community need, funding, and technology will be important considerations.

As with any journey, we recognize there will be twists and turns along the way and perhaps a need to change course. We recognize that a Technology Plan is a living, breathing document, as dynamic as the community we serve. To help us stay on course and also recognize when portions of the course must change, we will assess our progress along the way, specifically every three months at our Staff and Board meetings. What have we accomplished? What work still needs to be done? Have our communities changed? Have the needs changed? Have community needs changed? We will measure and record our progress. We, our community, Board, and staff will make this journey together. Library Board and Staff are committed to the success of this plan.

The 2015-2019 Long Range Plan was adopted in December 2014.  
~~The 2010-2014 Long Range Plan was adopted in November 2009.~~

### **III. TECHNOLOGY VISION AND GUIDING PRINCIPLES**

#### **Technology Vision**

*Technology is viewed as one means of providing equal access to information to each person in the community in an age when information is power.*

*When patrons come to our library to use our computers, research resources, and computer programs, they will do so without technical difficulty. Technical difficulties that do occur will be resolved immediately with expertise and a smile. We want patrons to realize that we have state of the art equipment and are committed to resolving technical difficulties immediately so that they leave the library satisfied with our technology.*

#### **Guiding Principles**

The following guiding principles have been developed in carrying out the technology vision:

1. We will treat all computer users with equal respect and consideration.
2. We will consider every Internet activity valid, so long as activities are in accordance with our Internet Use and Safety policy.
3. We will provide fast, efficient computers that allow patrons to achieve their technology goals at point of service.
4. We will provide software and electronic research resources on a variety of subjects.
5. We respect and protect the privacy of our patrons to the fullest extent permissible by law.
6. We are committed to providing excellent customer service in the area of technology.
7. We will use contractual services for planning and implementation when appropriate.
8. We will adhere to Indiana Public Library Standards as they pertain to technology.
9. We will share expertise and costs with local or regional networks and with schools and other information sources whenever practical and beneficial to library patrons.
10. We will only implement those technologies that are compatible with each other.
11. We will obtain, in electronic format, only those materials which are more conveniently accessed, patron preferred, and/or more cost-effective in that format.
12. We will strive for simplicity and user-friendliness when selecting and configuring equipment, software, and system operations.
13. We will make certain that all activities undertaken in the interests of technological advancement will be relevant to the Library's mission statement and Long Range Plan.
14. We will continually monitor and evaluate all programs, services, and activities to



**ensure that all are relevant and cost-effective.**

#### IV. THE INFORMATION TECHNOLOGY PLAN GOALS

The Information Technology Plan consists of seven goals:

1. Enhance information resources and information delivery methods
2. Purchase and/or upgrade the hardware and software required to support the Library's technology programs in a fast and efficient manner
3. Provide adequate staff to carry out the Information Technology Plan
4. Provide for technology disaster recovery
5. Enable independent patron use of electronic resources
6. Determine library needs that are better met collaboratively
7. Develop and maintain a funding strategy to fund the Information Technology Plan

Each of the goals of the Information Technology Plan has a number of strategies and actions associated with it as follows:

##### Goal 1: Enhance information resources and information delivery methods

##### Strategy 1: Improve accessibility of electronic resources through the library.

Action (1): Annually in April, Managing Librarians will evaluate patron PCs to determine if they are meeting patron needs.

Action (2): By 2015, the Management Team will investigate offering an online request for ILL.

Action (3): As new online databases are added, the Database Coordinator will endeavor to provide remote access via the JCPL homepage.

Action (4): As an ongoing activity, Local History staff will continue to expand searchable local information databases, such as obituaries and a newspaper index.

Action (5): As opportunities arise, Local History staff will participate in non-JCPL-

hosted online local history repositories.

- Action (6): The Library will endeavor to provide minimum metadata for existing Milroy CONTENTdm collection.
- Action (7): As an ongoing activity and in consideration of copyright requirements, the Digitization workgroup will evaluate items to digitize and make available via the web, including:
- Remaining non-digitized Milroy collection (Ella's Diary, Valentine, and Bible).
  - Transcribed books (Margaret Paulus Milroy and Paulus genealogy volumes).
  - KVHS and RCHS yearbooks.
  - Vintage Views
- Action (8): For Action 7 items, the Digitization workgroup will determine means of digitization (in-house or professional) and funding (grants).
- Action (9): As an ongoing activity, Local History staff will digitize existing audio and video oral histories, in consideration of copyright requirements, and provide them to the Webmaster to make available on the JCPL homepage.
- Action (10): The Library will investigate software options for offering searchable in-house access to vertical files.
- Action (11): As time allows, the Local History staff will consider digitizing, in consideration of copyright requirements, other notable local history items (vertical files) for topical presentation on our JCPL homepage (similar to Halleck page).
- Action (12): The Management Team, in conjunction with the Webmaster and relevant committees, will regularly maintain a high level of excellence on the library's website, ensuring that it is eye-catching, easy to navigate and contains a large amount of information on programming and events, improving and upgrading as time and money will allow.

- Action (13): In June the Webmaster will make an annual report to the Board on the status of the website and objectives for the coming year.
- Action (14): The Webmaster will make quarterly reports to the Management Team.
- Action (15): The Webmaster will maintain the website as a 24/7 department of the library.
- Action (16): The Webmaster and relevant committees, in conjunction with all staff, will continually improve and encourage the use of the JCPL website as a 24/7 branch.
- Action (17): The Library will continue to be open to the idea of partnering with local genealogy/historical groups and schools to gather and input county historical data from community members into the Indiana Memories Project.
- Action (18): Annually, the Management Team, in conjunction with the Webmaster and relevant committees, will evaluate and implement the use of social networking sites, changing sites as dictated by user need.
- Action (19): The Library will continue to monitor e-book service, ensuring that it is meeting community needs.
- Action (20): The Literacy Committee will continue with e-reader checkout implementation.
- Action (21): Investigate offering JCPL e-card to enable patrons to use online resources remotely.

**Strategy 2: Select electronic resources to meet the information needs of staff and patrons.**

- Action (1): At least once a year, the Research Database committee will meet to evaluate research resources. User statistics, library budget, and staff/patron needs will determine which resources will be purchased or renewed and how many licenses will be acquired.

- Action (2): The Library will continue to evaluate products for offering media streaming for patrons and implement based on community demand and as budget will allow.
- Action (3): Annually, the Webmaster will meet with relevant committees to evaluate and select useful websites (including local government, community organizations, and schools) to which the library will link via the Library Homepage.
- Action (4): Annually, the Library Director and Systems Administrator will evaluate the monitoring/metering software used to track usage of electronic resources, and make changes where necessary as budget will allow.
- Action (5): Annually, the Managing Librarians, in conjunction with the Systems Administrator, will evaluate current PC/Print management software, and make changes where necessary as budget will allow.

**Strategy 3: Implement the most efficient methods for acquiring and/or delivering print, non-print, and electronic media, and library news and information.**

- Action (1): Annually, the Managing Librarians will evaluate present acquisition methods the Library uses to get information to end users (ILL, etc...).
- Action (2): The New Technology committee will keep abreast of new delivery methods and investigate the need for assistive technologies, reporting annually in August to the Management Team as to resources and services most needed in the community.
- Action (3): Annually, the Management Team will evaluate wireless Internet accessibility within our libraries..
- Action (4): The Systems Administrator, with input from the Management Team, will investigate alternative wireless printing options that work with iPads.
- Action (5): Annually, the Systems Administrator will evaluate the wireless equipment, including access points and printers, for replacement.

- Action (6): Annually, the Management Team will evaluate electronic formats to be added to the collection (i.e. HD DVD), considering community need. Formats will be implemented simultaneously in all libraries with Board approval.
- Action (7): Annually, the Management Team will consider electronic formats to deselect, or no longer add to our collections and make a recommendation to the Board.
- Action (8): As an ongoing activity, the Management Team, in collaboration with the Webmaster, will evaluate current and investigate new technologies for delivering library news and information to patrons (chat, Instant Messenger reference, RSS).
- Action (9): The Management Team will continue to monitor and utilize social network and instant messaging options that can be used to interact with our community and with each other.
- Action (10): As an ongoing activity, the Management Team, in collaboration with the Webmaster, will evaluate the functionality and usefulness of EngagedPatrons.org Events.
- Action (11): The Library will continue to monitor whatsapp247.com community calendar options for integrating with Engagedpatrons.org.
- Action (12): As an ongoing activity, the Management Team will evaluate the functionality and usefulness of PhoneTree software.

**Strategy 4: Evaluate software made available for in-house use.**

- Action (1): Annually, the Systems Administrator will ensure necessary Internet plug-ins are available and updated for patrons and staff when possible.
- Action (2): Annually, the Management Team will evaluate present application software on patron PCs, and consider whether changes need to be made and/or additional software should be added (Office, browser, chat, etc...).



Action (3): As an ongoing activity, the Library will continue to determine software needs in our community (i.e. TASC software) and provide access as budget and technology will allow.

**Goal 2: Purchase and/or upgrade the hardware and software required to support the Library's technology programs in a fast and efficient manner**

**Strategy 1: Evaluate the Integrated Library System (ILS).**

- Action (1): The Library agrees to catalog materials according to a nationally recognized cataloging standard, specifically AACR2R and RDA classified by Dewey.
- Action (2): The Librarian's Council will continue to monitor the effectiveness of our ILS.
- Action (3): Annually, Supervisors, in conjunction with the Library Director and Systems Administrator, will evaluate the need to upgrade the number of concurrent staff users of our ILS, and purchase as necessary and funding allows.
- Action (4): As an ongoing activity, the Technical Services Librarian, in conjunction with the Management Team, will evaluate the need for software upgrades to the ILS.
- Action (5): As an ongoing activity, the Technical Services Librarian, in conjunction with the Library Director and Systems Administrator will monitor the need for the addition of new TLC modules.
- Action (6): Annually, the Management Team will evaluate self-checkout software/hardware and the need for additional stations.
- Action (7): As an ongoing activity, the Systems Administrator will secure maintenance agreements for ongoing support of ILS software and hardware.
- Action (8): Annually, the Management Team will evaluate the TLC hosting service.

**Strategy 2: Purchase additional or replacement PCs and peripherals for staff and public used to support the Library's Information Technology Plan.**

- Action (1): As an ongoing activity, the Management Team will evaluate all existing PCs and peripherals, including barcode scanners, printers, inventory scanning equipment, and upgrade when necessary as budget will allow.
- Action (2): Monthly, technology needs will be discussed at Management Meeting.
- Action (3): The Systems Administrator will provide additional PC's, peripherals, and data connections for staff and patrons as budget will allow.
- Action (4): Annually, the Systems Administrator will purchase a minimum of 20 new PCs to replace the oldest PCs in the system.
- Action (5): When purchasing new PCs, the Systems Administrator will seek to purchase an upgraded 5-year professional-level support agreement.
- Action (6): The Systems Administrator will include in the budget a contingency fund for peripherals that may need replaced, including circulation printers, individual staff printers, barcode scanners, receipt printers, etc...
- Action (7): When making purchases, the Systems Administrator will select the best, most cost-effective sources of computer equipment, technology consultants and computer repair personnel.
- Action (8): Investigate a patron color copy/print solution.
- Action (9): Investigate a patron fax service that involves minimal staff intervention.
- Action (10): Investigate acquiring an electronic people counter device for both DeMotte and Rensselaer.
- Action (11): Study the usage of library-owned PCs compared with the increase use of wireless to help guide our patron PC replacements.
- Action (12): Investigate AWE tablets and how they might fit into our Long Range and Technology Plans.

Action (13): Investigate a patron scanner option that is simpler for patrons to use than the current document scanners each library offers.

**Strategy 3: Evaluate network hardware and software used to support the Library's Information Technology Plan.**

Action (1): The Systems Administrator, in collaboration with the Management Team, will continually evaluate and implement stable and reliable Internet access, wired and wireless, and network connectivity for all libraries, and make changes as necessary and financially feasible.

Action (2): As an ongoing activity, the Management Team will evaluate Traffic Prioritization (ENA) effectiveness.

Action (3): Annually, the Systems Administrator will evaluate network hardware and software needs for improved performance and upgrade/purchase new hardware and software when needed. Include LAN equipment (switches, servers, UPSs), WAN equipment (routers), wireless access equipment, and network software (web filtering, helpdesk, intranet).

Action (4): As an ongoing activity, the Systems Administrator will ensure measures are in place to provide adequate network security, including intrusion detection and prevention, web-based attack detection and prevention, email spam/phishing filter, and anti-virus software. As part of this process, s/he will regularly monitor firewall and windows update reports.

Action (5): Annually in April, the Systems Administrator will evaluate application software needs for staff PCs, including office productivity and email front-end software, and budget for upgrades/new purchases as necessary.

Action (6): As an ongoing activity, the Systems Administrator will monitor patron PC security methods for effectiveness, including Public Web Browser, SmartShield, Group Policies, etc....

Action (7): The Sage Merchant Account term expires 6/26/16 and will renew for 2 consecutive year terms without providing written notice of intent not to renew no less than 30 days prior to expiration. In early 2016, the

Management Team will evaluate current card processing method and determine whether to continue with current vendor or change vendors.

- Action (8): As an ongoing activity, the Systems Administrator will strive to maintain awareness of new software and hardware that support improved library functionality.
- Action (9): In 2014, the Management Team will evaluate the portable computer lab and budget for upgrades/replacements/new purchases for 2015, if necessary.
- Action (10): As an ongoing activity, the Systems Administrator will maintain maintenance support agreements for software and hardware, where appropriate.
- Action (11): The Library Director, in conjunction with the Systems Administrator, will stay apprised of FRPC email archiving requirements and implement email archiving if required.
- Action (12): In 2015, the Management Team will evaluate the software JCPL uses for desktop publishing.
- Action (13): Annually in April, the Webmaster will evaluate the web page editing software and submit a budget request as deemed necessary.
- Action (14): In 2016, the Systems Administrator will evaluate the digital format used for Milroy digitization, and, if necessary, convert existing files to new format.
- Action (15): Annually, the Systems Administrator will inspect and test the media that stores Milroy high quality images.
- Action (16): Annually, the Systems Administrator, in collaboration with the Business Manager, will evaluate the security measures of the Financial PC.
- Action (17): The Library will investigate the need for Maker Spaces in our libraries and implement as resources allow.

Action (18): The Systems Administrator will maintain PCI compliance as required by the credit card vendor (Sage).

**Strategy 4: Evaluate effectiveness of the library's electrical capacity to utilize all technology services and equipment effectively.**

Action (1): Evaluation and modification of electrical capacity will be completed on an as-needed basis as technological changes are made.



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| <b>Goal 3: Provide adequate staff to carry out the Information Technology Plan</b> |
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**Strategy 1: Maintain qualified staff for the management and operation of information technology.**

- Action (1): Annually in May, the Library Director and Systems Administrator will review technology staffing needs and make adjustments as budget will allow.
- Action (2): At least one staff member at each library will be designated as local computer troubleshooter to assist with basic local network/computer operations and troubleshooting.
- Action (3): Annually in May, the Library Director and Systems Administrator will review the utilization of outside technology consultant services.

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| <b>Goal 4: Provide for technology disaster recovery</b> |
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**Strategy 1: Maintain regular server backup procedures.**

- Action (1): As an ongoing activity, the Systems Administrator will ensure all servers are backed up nightly and tested monthly.
- Action (2): The Systems Administrator will ensure backups for each library are stored off-site.
- Action (3): As new servers are purchased, the Systems Administrator will include other backup methods (such as RAID) on each server as budget allows.
- Action (4): Annually in March, April, or May, the Business Office staff, in collaboration with the Systems Administrator, will evaluate backup method/software on Financial PC.

**Strategy 2: Archive critical electronic files in the bank safety deposit box.**

- Action (1): Annually in March, April, or May, the Library Director, Systems Administrator and Business Administrator will determine critical electronic files to be stored in the bank safety deposit box.

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| <b>Goal 5: Enable independent patron use of electronic resources</b> |
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**Strategy 1: Provide patron education, offering the opportunity to learn how to use our electronic resources.**

- Action (1): As an ongoing activity, Public Services staff, under the direction of the Managing Librarians, will provide point-of use, one-on-one and/or group training as needed for our electronic resources.
- Action (2): The Library will offer, off-site, orientation and training sessions in electronic resources as requested and as scheduling allows.
- Action (3): As an ongoing activity, Programming Coordinators will determine technology training classes which will be offered by staff or others based on patron need.

**Strategy 2: Ensure PCs are well-oriented and functional for patron use.**

- Action (1): As an ongoing activity, the Managing Librarians will evaluate OPAC, Library Homepage, and patron computer desktop screens to determine what is not user-friendly. Every effort will be made to implement necessary changes.
- Action (2): As an ongoing activity, the Systems Administrator will continue to monitor federated searching options for our OPAC, online databases, etc... and implement as budget and technology allow.
- Action (3): As an ongoing activity, Public Services staff will continue to resolve technical difficulties, in accordance with our written Standards of support, associated with software at point of use to ensure that patrons leave our library satisfied with our software.

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| <b>Goal 6: Determine library needs that are better met collaboratively</b> |
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**Strategy 1: Pursue cooperative procurement of resources and collaborate with area libraries and other agencies on resource sharing.**

- Action (1): As an ongoing activity, the Management Team will consider needed products and services that might be jointly procured.
- Action (2): As an ongoing activity, the Management Team will identify Library products and services which can be shared.
- Action (3): Library staff will acquire needed remote online services through consortia when discounts are offered and as budget will allow.
- Action (4): The Library will stay apprised of opportunities to participate in a joint catalog project.
- Action (5): Library staff will continue to explore resource sharing with local government and education entities so that community information needs in the area are efficiently met and not duplicated.

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| <b>Goal 7: Develop and maintain a funding strategy to fund the Information Technology Plan</b> |
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**Strategy 1:**    Annually determine how much is needed to fund the Information Technology Plan.

Action (1):    The Library Director and Systems Administrator will establish a schedule of disbursement for each of the three years and adjust annually as needed.

**Strategy 2:**    Determine sources of funding.

Action (1):    Annually, the Library Director and Systems Administrator will determine which areas of the plan may be funded by the operating budget and outside sources.

Action (2):    Identify sources and make recommendations for acquiring funds.

**Strategy 3:**    Prepare and submit grant applications to appropriate outside funding sources.

Action (1):    Annually, the Systems Administrator will seek funding discounts on telecommunication and Internet services through the E-Rate program.

Action (2):    As opportunities are recognized, the Grant committee and/or Systems Administrator will prepare and submit grant applications for library-related technology.

## V. Professional Development

**Strategy 1:** Ensure that staff understands how to use new and existing technologies to improve library services.

- Action (1): Technology-related professional development will be required for all public services staff with the exception of pages.
- Action (2): The Library will evaluate the need for a system-wide circ trainer.
- Action (3): Annually, the Management Team, in conjunction with the Training committee, will seek out a variety of formats and various venues for training for themselves and those they supervise. The specific resources we will implement to ensure that staff is ready to use and maintain technologies include, but are not limited to, Indiana State Library training workshops, MCLS (Midwest Collaborative for Library Services) training workshops, and in-house training workshops.
- Action (4): Annually, the Training committee will meet to consider technology-related professional development needs and establish in-house training opportunities as resources allow.
- Action (5): As an ongoing activity, Supervisors will provide adequate and supportive technology training for *new* staff members to ensure they reach a minimum level of technical competency for their position.
- Action (6): Annually, Supervisors will consider staff proficiency with technology and coordinate training for technology-related professional development.
- Action (7): The local computer troubleshooter(s) at each library will receive annual training in the basic knowledge of local network/computer operations and troubleshooting. The Systems Administrator will be responsible for the training, but s/he will be authorized to utilize outside trainers when needed as budget will allow.
- Action (8): Annually, the Systems Administrator will provide relevant staff with in-house training in ILS and network operation so that there is always



someone available to address problems.

- Action (9): The Technical Services Librarian will attend user group meetings and/or other desired training offered by the ILS vendor as budget will allow.
- Action (10): Technology procedures, which are made available to staff via the Library Procedure Manual and the Intranet, will be reviewed and updated regularly by relevant staff.
- Action (11): As an ongoing activity, the Systems Administrator will maintain updated self-service documents on the Aargh!–HelpDesk, to assist staff with common technical issues.
- Action (12): As an ongoing activity, Supervisors will ensure that all staff members are knowledgeable about technology-related library policies and procedures and where such can be found (i.e. binders, library intranet).
- Action (13): The Library Director/Board will budget monies annually for technology-related continuing education activities.
- Action (14): The Systems Administrator will participate in the Automation Counterparts and NICCL groups.
- Action (15): The Systems Administrator will participate in webinars, workshops, and conferences to maintain an awareness of library-related technologies as budget allows.

## **VI. NEEDS ASSESSMENT**

### **Needs Assessment Tools**

1. As an ongoing measure in March 2014 and 2016, the Management Team will create and implement a bi-annual user/non-user survey and collate data so that we can assess levels of satisfaction with library materials, services, programs, technology, and hours of operation. The Management Team will evaluate survey results and make technology needs recommendations.
2. Bi-annually, the Webmaster, in conjunction with the Management Team and relevant committees, will conduct a web survey.
3. Monthly, technology needs will be discussed at Management Meeting.
4. At point of service, Public Services Staff will informally interview patrons to glean ways JCPL could improve our technology offerings.
5. Statistics from all sources (PCCop, SofTrack, online web products, gathered, etc...) will be reviewed by relevant staff for technology needs.
6. Managing Librarians will maintain a suggestion box for patrons and regularly review suggestions for technology needs.
7. As staff attend professional meetings, read other library newsletters, and participate in library listservs, they will remain on the lookout for technology-related ideas that might benefit JCPL.

## **Present Technology at JCPL**

**Telephone Service:** The Rensselaer and Wheatfield libraries are in the same LATA, with local phone service provided by CenturyLink. Calls between the two libraries are not long distance. DeMotte is in a different LATA, with local phone service provided by Northwestern Indiana Telephone Company. Calls to Wheatfield are not long distance; calls to Rensselaer are.

**Local Area Networks:** Each library has a separate wired Local Area Network. The equipment that enables these connections are three HP ProCurve 1400 24-port switches (Rensselaer) and two HP ProCurve 2650 48-port switches (one Wheatfield, one-DeMotte).

**Wide Area Network:** All three LANs communicate via a WAN infrastructure, which consists of a 10M fiber line at DeMotte and 2 T-1 lines (3.4M) at Wheatfield, all provided by ENA. The equipment that enables this connection are two Cisco 2801 routers (one located at DeMotte and the other at Wheatfield), and 2 Adtran H2TUR units (located at Rensselaer). Monthly telecommunication costs for these T-1 tails are \$2400.

The WAN is connected to the Internet via a 15M fiber connection provided by ENA. The equipment that enables this connection is one Cisco ME 3400 fiber switch, one Cisco 2801 router, and one Astaro ASG 220 firewall (all located at Rensselaer). The firewall provides network security, including intrusion detection and prevention, web-based attack detection and prevention, web filtering, and email spam/phishing filter services. Monthly telecommunications costs for this dedicated fiber is \$2470.

**Wireless LANs:** Rensselaer has a wireless LAN set up using one 16-port Dell PowerConnect Switch, one 8-port Proxim power injector, and five HP ProCurve 420 Wireless Access Points. Only access to the Internet (not our internal network) is available via the wireless LAN. An HP LaserJet 2015dn printer with an external HP JetDirect ew2400 wireless printer server is available for wireless printing.

DeMotte has a wireless LAN set up using one Linksys EtherFast 8-port Switch, three one-port Proxim power injectors, and three HP ProCurve 420 Wireless Access Points. Only access to the Internet (not our internal network) is available via the wireless LAN. An HP LaserJet 2015dn printer with an external HP JetDirect ew2400 wireless printer server is available for wireless printing.

Wheatfield has a wireless LAN set up using one HP ProCurve 3400cl 24-port switch, one 3Com

3300 SuperStack II 24-port switch, two one-port Proxim power injectors, and two Meraki MR16 Wireless Access Points. Only access to the Internet (not our internal network) is available via the wireless LAN. An HP LaserJet 1320n printer with internal network adapter is available for wireless printing.

**Integrated Library System:** The Library operates on a TLC Library.Solution automated system. Our data and web servers reside at TLC Headquarters in Inwood, WV in their secure data center. TLC maintains redundant, alternate data centers in their Denver, CO and Minneapolis, MN as well. JCPL staff connects to our TLC servers via Microsoft Remote Desktop software to run cataloging, circulation, and serials software. Reports are run via Internet browser. Nightly backups are performed by TLC at their location.

The modules which have been implemented are cataloging, circulation, the basic OPAC, the graphical LS2 PAC, SIPII, patron authentication, and Serials. Patrons may register a PIN and access their own accounts, either from the library or from home or office, through the OPAC to reserve materials and to determine what they have charged out, what they have on reserve, and what fines or fees may be outstanding.

Using patron authentication, our patrons can access many of our online databases from their home or office by inputting their library card identification number and PIN.

JCPL has 31 circulation/cataloging/serial user licenses and unlimited Online Public Access Catalog (Z39.50-compliant) and acquisitions licenses. PCs connected to the Library.Solution circulation module include eight at Wheatfield, 14 at Rensselaer (four of which also have access to cataloging module), and nine at DeMotte. There are three dedicated OPACs at Rensselaer, four dedicated OPACs at DeMotte, and three OPACs at Wheatfield (one of which has Word Processing functionality).

Technical Services utilizes a networked HP LaserJet 2035n system printer to print special reports and labels.

The Library.Solution system falls under the supervision of the Systems Administrator and Technical Services Librarian.

The library utilizes PhoneTree software as an automated mechanism to alert patrons of overdue materials.

**Self-Check Kiosks:** One self-check kiosk is available at each library which patrons can use to check out their own materials. Each kiosk is a Dell Optiplex 7010 Core i3 3.3 GHz PC with 4GB memory, 250GB SATA hard drive, Gigabit network card, and Windows 7 32-bit operating system. DeMotte and Rensselaer each have an Elo Entuitive 3000 series Intellitouch 1739L monitor, and Wheatfield has an Elo Entuitive 3000 series Intellitouch 1729L monitor. They also each have an Epson TM T88V thermal receipt printer. CircIt software, combined with a SIPII module (software that allows communication between our TLC database and the CircIt software), are the applications which provides self-check functions.

**Microsoft Network:** All JCPL servers and PCs are connected through the same Ethernet network LANs and WAN that Library.Solution is connected to. Four Host servers, 10 Virtual servers, a Management Server, and a Storage Area Network comprise our Microsoft Network, with each virtual server performing specific functions. Windows Server 2012 Standard Edition is installed on each server; we have a 110-client license.

1. The **Storage Area Network** (at Rensselaer) is an IBM SAN Array Serial Attached SCSI (SAS) Controller with six 2 TB SAS hard drives.
2. **Host Server 1** (at Rensselaer) is an IBM System x3550 M4 with Dual Hexa-Core Xeon E5-2620 2GHz Dual Processors, 48 GB memory, RAID controller, and a Gigabit network card.
  - a. **Virtual Server – Primary Domain Controller and File Server:** This Windows 2012 Server has multiple functions: It allows all Rensselaer networked PCs access to the CD-ROM/online databases, serves as a file server for Rensselaer staff files and shared files among all three libraries, performs DHCP functions for Rensselaer PCs, and acts as an internal primary DNS server for Rensselaer PCs and secondary DNS server for Wheatfield and DeMotte PCs. We have 110 User Client Access Licenses for this server.
  - b. **Virtual Server – Applications:** This Windows 2012 Server houses many of our network applications: 1. SofTrack software collects patron software usage statistics. 2. ESET EndPoint Antivirus software provides malware defense on all library-owned PCs. 3. SmartShield software protects our patron PCs from permanent changes.
  - c. **Virtual Server – Web:** This Windows 2012 Server stores library-owned multi-media files that can be accessed via our library website.
3. **Host Server 2** (at Rensselaer) is an IBM System x3550 M4 with Dual Hexa-Core Xeon E5-2620 2GHz Dual Processors, 48 GB memory, RAID controller, and a Gigabit network card.
  - a. **Virtual Server – Backup Domain Controller:** This Windows 2012 Server

contains a backup copy of ALL login account and security policy information. It also serves as a secondary DNS server for Rensselaer.

- b. **Virtual Server – Exchange 2012 Mail:** This Windows 2012 Server has Microsoft Exchange Server 2013 Standard Edition software installed to provide email and calendaring functions. We have 70-email Client Access Licenses for this server.
  - c. **Virtual Server – Help Desk/Intranet:** Spiceworks Help Desk software is installed to allow library staff to request technical assistance from the Systems Administrator. This server also serves as our staff Intranet server using Plone content management software and Zope web application software. The Intranet offers staff easy, searchable access to electronic copies of our procedures, policies, staff handbook, forms, and other useful JCPL information.
4. **Wireless Server:** Microsoft Internet Information Server (IIS) 6 and DNSRedirector software are installed to display our Internet Policy for patrons to view and accept before proceeding to use our wireless network.
  5. **Backup Server** (at Rensselaer) is an HP ProLiant ML310 G4 Dual Core Xeon 3050 2.13GHz with 4GB memory, four 72GB SCSI hot swap hard drives, HP RAID controller, CD-ROM drive, Gigabit network card, and HP Integrated Lights Out card for remote administration. This server backs up data/system files for all servers. Veeam backup software is installed to provide the backup functions for all servers.
  6. **Host Server 3** (at DeMotte) is an IBM System x3100 M4 with a Xeon E3-1220V2 3.10 GHz Processor, 8 GB memory, two 1 TB SATA hot swap hard drives, and RAID controller.
    - a. **Virtual Server – DeMotte Domain Controller and File Server:** This server has multiple functions: It allows all DeMotte networked PCs access to the CD-ROM/online databases, serves as a file server for DeMotte staff files, performs DHCP functions for DeMotte PCs, and acts as an internal primary DNS server for DeMotte PCs.
  7. **Host Server 4** (at Wheatfield) is an IBM System x3100 M4 with a Xeon E3-1220V2 3.10 GHz Processor, 8 GB memory, two 1 TB SATA hot swap hard drives, and RAID controller.
    - a. **Virtual Server – Wheatfield Domain Controller and File Server:** This server has multiple functions: It allows all Wheatfield networked PCs access to the CD-ROM/online databases, serves as a file server for Wheatfield staff files, performs DHCP functions for Wheatfield PCs, and acts as an internal primary DNS server for Wheatfield PCs.

**Additional Network Information:** The two Host servers at Rensselaer, the Backup server, and the Wireless server use a 16-port Starview KVM switch to share one monitor and keyboard.



Each library has Uninterruptible Power Source units for network equipment. DeMotte has an APC Smart-UPS 1000VA, Wheatfield has an APC Smart-UPS 1000VA and an APC Smart-UPS 750, and Rensselaer has an APC Smart-UPS 1500, an APC Smart-UPS 2200XL, and a Tripp-Lite Smart-Pro UPS.

**Internet Filtering/Bandwidth Management:** The library system uses Astaro for web content filtering to qualify for federally funded grants. We also utilize bandwidth management features through our ISP to prioritize network traffic to ensure high-priority applications (TLC) receive top-priority on our network.

**Networked Printers/Copiers/Scanners:** Each library has a Hewlett Packard LaserJet printer available for patron and staff use. Rensselaer has an HP LaserJet 4200n with an internal network adapter to connect to the network. DeMotte and Wheatfield both have an HP LaserJet 4250n with an internal network adapter to connect to the network. In addition, DeMotte has a duplex unit attached to allow for 2-sided printouts. Rensselaer also has an HP LaserJet 2015dn with an internal network adapter to connect to the network. This printer is used by staff and by patrons using the genealogy PC.

For staff-only printing, Rensselaer has a Konica Minolta C360 color copier/printer/scanner. DeMotte has Lanier 425c color copier/printer/scanner and a color Konica MagiColor 2430DL printer. Wheatfield has a Konica Minolta Bizhub C224 color copier/printer/scanner. Each of these staff-only printers/copiers have internal network cards.

In addition, the Rensselaer Business Office has a networked HP LaserJet P1505n printer that is used by the Library Director and Business Office staff.

**Additional Printers:** Rensselaer has five personal printers located next to staff workstations which are not networked, but used by individual staff. DeMotte has two, and Wheatfield has two.

**Additional Flatbed Scanner:** Rensselaer has an HP ScanJet 8200 scanner available in the workroom for staff use.

**Mobile Laptop Lab:** A portable laptop lab is available for in-house use by staff and patrons. It consists of ten Dell Latitude E5500 laptops, 18 laptop batteries, ten wired mice, two 3M ergonomic wired mice, one USB floppy drive, one 16-bay Datamation battery charger, one HP DeskJet 460wf color printer, and one Epson PowerLite 61p LCD projector. The laptops can

connect to the wireless network at each library to gain access to the Internet for training purposes.

**PC/Print Management Software:** The library system uses CMS PCCop time management software as a centralized system for the allocation and enforcement of time and use limits on public access computers. The ability to automate this process drastically reduces the need for staff involvement or even staff intervention. Each library has the administration kiosk installed on one laptop PC at the circulation desk. In addition, one PC at each library serves as a self-service kiosk for patrons. This software also offers Diginet print management features that help reduce wasted paper and toner.

**CD-ROM/Online Resources:** The Library has acquired a number of electronic publications online and on CD-ROM. All of these are accessible from our LAN and most are accessible via Internet access.

**Computers:** Rensselaer has 48 PCs. DeMotte has 33 PCs. Wheatfield has 27 PCs. Most of these PCs are connected to our WAN and can access the Internet and databases; however, some are dedicated for specific purposes. In addition to the dedicated OPAC and Self-Check Kiosk PCs listed above under "Integrated Library System" JCPL has the following patron PCs:

**Dedicated Word Processing PCs:** Patrons may use these PCs for their word processing and spreadsheet needs; Rensselaer has two, DeMotte has one.

**Dedicated Genealogy PCs:** Both Rensselaer and DeMotte have a PC that patrons can use to access CD-ROM/online databases and Internet sites related to genealogy.

**Dedicated Children's PCs:** Each library provides a PC loaded with Microsoft Office, educational, reference, and entertainment software for patron use.

**Dedicated Game PCs:** Each library provides a PC dedicated to children's games.

**Multi-use PCs:** Multi-use PCs offer Microsoft Office, Internet, and access to our CD-ROM/online databases; Rensselaer has ten, DeMotte has eight, and Wheatfield has nine.

**LCD Projectors:** Each library has an LCD projector for staff and patron in-house use. In addition, we have an LCD projector available for patron check-out. The projectors are used to project the image of a laptop, desktop PC, VCR and/or DVD player to a screen, white board, or wall.

**Digital Cameras:** Each library has a digital camera that is used by staff to take digital pictures and/or short movie clips that can be transferred to a PC for use in documents, on the JCPL homepage, to send in E-mail messages, to archive information, etc...

**Document Scanners:** A Pentax DSMobile 600 document scanner is available at each library circulation desk for patrons who need to scan documents/photos.

**Camcorder:** A Sony Handycam DCR-HC48 camcorder is used in-house by staff for disaster recovery documentation, to create promotional videos for library events, and for library programs.

**Gaming Units:** The library owns one Game Cube, one Rock Band, three Guitar Heroes, and three Wii gaming consoles which are used to enhance programs for teens and seniors.

**Mobile Phone:** The library owns a TracFone LG220C cell phone. This phone is used by the Systems Administrator (or Technical Services Department personnel) whenever they are not at work during hours when the libraries are open to handle emergency technical issues.

**Tablets/e-Readers:** The library owns three Apple iPad2 Wi-Fi 32 GB tablets, four Apple iPad2 Wi-Fi/3G 32 GB tables, three Amazon Kindle Touch e-readers, and three Barnes and Noble Nook Simple Touch e-readers. In addition, we have 5 Apple iPad keyboards for easier data entry. Currently, tablets/e-readers are for staff use only.

**Learning Game Systems:** Each library offers a Leapster and LeapPad2 for children to use in-house. These game systems are portable, interactive systems with pre-loaded games and applications focused on learning essentials, imagination and exploring.

**All-in-one Digital Media Players:** The library has acquired a varied selection of Playaways (audio books) and Playaway Views (videos) that are available for patron checkout.

**Home Theater Systems:** Each library has a Blu-ray player with speakers to use for in-house programs and events.

**Card Processing:** In 2013, the library began accepting credit/debit cards as payment for library charges. JCPL has contracted with Sage Payment Solutions to provide card processing services. We have six VeriFone Vx510 card terminals, two per library. For security purposes (in order to separate card data from all other data on our Ethernet lines), we connect the two VeriFone devices to a LinkSys N600 Wi-Fi router at each library.

**Marketing Displays:** Also in 2013, the library purchased and mounted three Samsung ME46 TV displays (one per library) to display announcements of events and services to our patrons.

## **VII.-Budget-Financial Resources and Sustainability**

The Jasper County Public Library will provide funding for its Technology Plan from a combination of the Library's:

- Operating Fund
- Library Improvement Reserve Fund (LIRF)
- Rainy Day Fund

Supplemental funding may also be procured by the following outside sources:

- Gifts
- Grants
- Friends of the Library
- Community Foundation
- Community donations

### **2014**

| <b>Operating Fund</b> |                                               |                  |
|-----------------------|-----------------------------------------------|------------------|
| 1.1                   | Personal Services                             | \$58,448         |
| 3.145                 | Professional Services (Database & Licensing)  | \$ 2,686         |
| 3.23                  | Added Travel Expenses for technology training | \$ 2,160         |
| 3.24                  | Professional meetings (technology training)   | \$ 2,080         |
| 3.26                  | Network expenses (communications costs)       | \$58,440         |
| 3.6                   | Equipment repairs and maintenance             | \$ 500           |
| 3.91                  | Other Services — Other (Dues and Membership)  | \$ 50            |
| 3.98                  | Contracts                                     | \$81,474         |
| 4.4                   | Equipment                                     | \$33,750         |
| 4.52                  | Periodicals and Newspapers                    | \$ 24            |
| 4.53                  | Online databases & system software            | \$28,000         |
| <b>Total Budget:</b>  |                                               | <b>\$267,612</b> |

## 2015

### Operating Fund

|       |                                               |          |
|-------|-----------------------------------------------|----------|
| 1.1   | Personal Services                             | \$59,617 |
| 3.145 | Professional Services (Database & Licensing)  | \$ 1,686 |
| 3.23  | Added Travel Expenses for technology training | \$ 2,260 |
| 3.24  | Professional meetings (technology training)   | \$ 2,180 |
| 3.26  | Network expenses (communications costs)       | \$64,284 |
| 3.6   | Equipment repairs and maintenance             | \$ 500   |
| 3.91  | Other Services — Other (Dues and Membership)  | \$ 50    |
| 3.99  | Contracts                                     | \$91,138 |
| 4.5   | Equipment                                     | \$46,125 |
| 4.53  | Online databases & system software            | \$29,800 |

———Total Budget: \$297,640

## 2016

### Operating Fund

|       |                                               |          |
|-------|-----------------------------------------------|----------|
| 1.1   | Personal Services                             | \$60,809 |
| 3.145 | Professional Services (Database & Licensing)  | \$ 1,686 |
| 3.23  | Added Travel Expenses for technology training | \$ 2,360 |
| 3.24  | Professional meetings (technology training)   | \$ 2,280 |
| 3.26  | Network expenses (communications costs)       | \$64,284 |
| 3.6   | Equipment repairs and maintenance             | \$ 500   |
| 3.91  | Other Services – Other (Dues and Membership)  | \$ 50    |
| 3.100 | Contracts                                     | \$84,838 |
| 4.6   | Equipment                                     | \$30,000 |
| 4.53  | Online databases & system software            | \$30,400 |

**Total Budget: \$277,207**



## 2017

|       |                                               |          |
|-------|-----------------------------------------------|----------|
| 1.1   | Personal Services                             | \$62,025 |
| 3.145 | Professional Services (Database & Licensing)  | \$ 1,800 |
| 3.23  | Added Travel Expenses for technology training | \$ 2,460 |
| 3.24  | Professional meetings (technology training)   | \$ 2,380 |
| 3.26  | Network expenses (communications costs)       | \$64,284 |
| 3.6   | Equipment repairs and maintenance             | \$ 500   |
| 3.91  | Other Services - Other (Dues and Membership)  | \$ 50    |
| 3.101 | Contracts                                     | \$86,880 |
| 4.7   | Equipment                                     | \$30,000 |
| 4.53  | Online databases & system software            | \$31,400 |

**Total Budget: \$281,779**

## VIII. TECHNOLOGY PLAN EVALUATION PROCESS

**Strategy 1:** Quarterly apprise the Library Board of Technology Plan progress.

Action (1): The Library Director will submit to the Board a quarterly progress report.

**Strategy 2:** Annually, the Technology Plan will be evaluated and revised.

Action (1): In years 2015-2017 at the February Management Meeting, the Systems Administrator and Library Director, with input from the Management Team, will review past year's progress and determine if changes are needed.

Action (2): If revisions are necessary, the revised Technology Plan will be presented by the Library Director to the Board at the April Board Meeting for their approval.

Action (3): Annually in May, the Indiana State Library will be apprised of the progress report and any changes made to the technology plan.

**Director's Report  
March 2015**

**Consent Agenda**

You will be approving the minutes of the March board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R 7. **If you approve the Consent Agenda items, you will approve the updates to the Salary Ordinance as presented.**

Policy Review: Our Personnel Policy is up for review in April. In addition our attorney has completed his review of our FMLA/Military Leave Policy. Recommendations are recommended to both. Revised documents are included in your packet. Please see R 10 and R 25. There are numerous revisions to our Personnel Policy, mostly to clarify language for staff. I added language that further explains the definition of close relatives of board members and staff. This language aligns with our Board By-Laws. Secondly, this is the year that minimums increase so I have updated the Salary Schedule that sits in the Personnel Policy. Minimums increase ½ of the annual salary increase in odd numbered years as per Board approved policy. I have added high school diploma or equivalent in the salary classification section to better indicate what education is needed. I eliminated the Systems Specialist classification because we no longer hire for this position. We have added the Indiana Standards classifications to our Librarian positions to clarify what certification level we require. We have elaborated more specifically on who needs a doctor's note when returning to work after a long absence. This will make things clearer for all. I have added Business Manager to the list of positions that earn vacation days at a slightly higher rate. The Business Manager is on the same level of our organizational hierarchy as the other positions noted, serving on the management team. I have added a few business-related activities that qualify as library business in the travel section to better explain what is covered. The revisions to the FMLA/Military Leave Policy were recommended by our attorney as necessary. **If you approve the Consent Agenda items, you will approve revising the Personnel Policy and the FMLA/Military Leave Policy as presented.**

Advance Tax Draw: To ensure that we receive tax money just as soon as it is available for distribution we should request an advance tax draw. You need to pass a resolution to approve requesting an advance tax draw. **If you approve the Consent Agenda you will approve our requesting an Advance Tax Draw.**

**General Business:**

DeMotte Library Future Plans: Ed Dumas and I did meet with the owner of the property that the library is considering for purchase. We will discuss the information that has come from that meeting. Ed will be present for this discussion and will bring a purchase agreement for the board's consideration. **No decisions have been made regarding purchase. The board will have an**

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**opportunity to review the purchase agreement and discuss this opportunity and decide if you wish to take any further action.**

DeMotte Annual Report: Debbie Kristoff will present her report at the April board meeting, sharing up to five service-related success stories or impacts that her library has made.

Technology Plan: We reviewed our Technology Plan in March and are recommending some revisions. Please see R 40. We discuss technology needs monthly at our Management Meetings striving to stay abreast of patron and staff needs. We have added some actions due to expressed needs, and we have revised other portions due to our newly adopted Long Range Plan. In addition we are recommending the removal of the budget details because we only fund actions that our board approved budget will allow and technology plans are factored in as budget recommendations to the board annually in July.

Director Review: You will be doing my evaluation at the May board meeting in an executive session. In your board folders (the folders you receive on the night of the board meeting) you will find a copy of my self-evaluation and a blank evaluation form for you to fill out. I have provided a stamped envelope for you to use to mail this evaluation form to Mark Heinig, chair of the director's evaluation committee. Mark will need to provide you with a deadline so that the committee can meet to prepare a written evaluation for me before the May meeting. At the May meeting the evaluation will be discussed by the whole board and then presented to me in the executive session. Janet Umlauf and Tim Schultz also serve on this committee.

### **Director's Report**

We received our renewal rates for our Building Insurance. Last year's premium was \$24,754. Our premium will be \$24,249 effective April 16, 2015. Rates went down! Hooray!

This month I facilitated two staff meetings, Digitization and E-Device Checkout. At our Digitization meeting we discussed local history items that we wish to digitize for archival purposes and to make patron access easier. This year we hope to digitize our yearbooks. You will be hearing more about these plans very soon. In addition we are discussing a new project, E-Device Checkout. Currently patrons are able to check-out an iPad for in-house use to access a collection of e-magazine content. This service has not been wildly popular. We are now discussing an E-Device Checkout Service that would allow patrons to check an e-device out and take it home. These devices would likely be pre-loaded with e-content. The goals for this service would be to get high demand items into patron hands and to give patrons an experience with technology that they might not otherwise have. Launching a new service always requires board approval, so you will be hearing more about this after we flesh out the details.

We are in the very early stages of discussing the possibility of providing a digital library card for school students. Lake County Public Library launched a digital library card initiative this year that has been very successful. A digital library card

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would allow school students access to our online databases and e-books even if they have not registered for a library card. Some students simply cannot get to the library to register for a library card or their parents have not or will not register them for a library card. Digital cards could be issued with the assistance of school personnel, ensuring e-access to valuable library resources. Staff will be discussing this in greater detail, and we are not ready to bring an official proposal to the board, but we are looking into the possibility. We believe that our database statistics would grow by leaps and bounds with the creation of a digital library card.

Each of our libraries hosted The Iditarod Program with speaker Karen Land. This program for all ages was fun, informative and well attended at all three locations.

We received word that the Jasper Foundation has authorized a \$175 payout from our Jasper County Public Library Fund. We have not yet learned if we will receive a payout from the Fendig fund. Payout amounts vary each year and are closely tied to the state of our economy and stock market performance. The amount we are receiving this year is less than last year, \$300.

National Library Week will be celebrated April 12-18. Special events include: daily prize giveaways and a coloring contest for children, ages 3-11. I have recorded a radio spot on WLQI talking about our library and the ways we serve our community. In addition several businesses in our community will promote National Library Week on their scrolling marquis.

Children's Librarians have been hard at work on Summer Reading plans-ordering supplies, scheduling performers, and preparing for school visits. This year's theme is *Every Hero Has a Story* for younger readers, *Unmask!* for teens, and *Escape the Ordinary* for adults.

Books to Bridge the Region plans for 2015 are underway. Northwest Indiana will be encouraged to read specific books and attend associated programs and events later this year.

### **System Administrator News**

Sheila viewed numerous webinars this month, attended committee meetings, and attended an Automation Counterparts meeting at Westchester Public Library where yearbook digitization/access, checking out tablets and e-readers, Amazon purchases, Groovix, people counters, and Windows 10 were discussed.

We are contemplating moving to an upgraded circ module, LS2Staff. So far the jury is out on this decision as staff has the opportunity to try it out and get better acquainted before we commit to an upgrade that TLC is encouraging. Initially, the product is not meeting staff needs in its current form and is slow. Sheila and Becky are working with staff as we continue to investigate and consider.

### **Technical Services News**

Becky celebrated her five-year anniversary in March. She and Sheila went to Lake County Public Library to see a presentation about their implementation of digital library cards.

Becky registered herself and staff member Mary to attend TLC University in October.

### **DeMotte Library News**

Debbie reports, "Our computer classes were a huge success. The first class was well attended and the second class had a waiting list. The participants said they were looking forward to our next classes in June (when we have the mobile lab again)."

Debbie continues, "Marlene scanned, digitized, and OCRd the booklet The Big Fire (the Demotte fire happened on April 15, 1936). The digitalized copy was placed on the shared drive under local history. Marlene also scanned, digitized and placed on the shared drive copies of the Wheatfield Centennial book, the DeMotte Road Tax 1914-16 booklet, and the book DeMotte 1876-1976." Digitizing these unique local history items will ensure patron access into the future.

### **Rensselaer Library News**

Linda reports, "The building is doing well, handled the winter weather well. Precision came out and performed regular maintenance, and adjusted some of the VAV temps. Linda's office is more comfortable again. Looking forward to spring! Lawn crew came and cut back everything for the start of the growing season."

Janice reports, "March saw the return of St. A students to the library. The Chat and Chew continued to be a successful program. We made gluten free pumpkin pancakes as well as orange crepes. The younger patrons had a great time exploring the wonders of magnets. With the schools on spring break this month we had a group of students stopping by on a regular basis so we provided several activities to keep them busy. Our activities for the home school students were also well received."

### **Wheatfield Library News**

Evie reports, "Our new maintenance guy, Jason, is wonderful! He seems to be a go-getter – working to really get to know the building, organizing maintenance tools and supplies, and getting this place "back on track." He is just about finished with the back storage room – a space that was once too cluttered to get around now has space to dance!"

Rachael reports, "For March, we finished up a good Story Time session; I met with Larry Birky from Scholastic; we celebrated Teen Tech Week with a good turnout for a Trivia Crack program; we held a good St. Patrick's Afterschool program; my book talk for k-1 went ok; I attended Children's Counterparts in

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Valpo with good LEU's; I did my regular classroom visits; I went AV shopping, did my regular book orders, and I continue to prepare for Summer Reading. Whew!!- It was a busy month."

***Please contact me if you are unable to attend the April board meeting or if you have any questions about material in your packet.-Patty***



## JCPL FINANCIAL STATEMENT

March 31, 2015

|                                         | <u>Beginning<br/>2015<br/>Balance</u> | <u>Current<br/>Month<br/>Disbursements</u> | <u>Y-T-D<br/>Disbursements</u> | <u>Current<br/>Month<br/>Receipts</u> | <u>Y-T-D<br/>Receipts</u> | <u>Ending<br/>Balance</u> |
|-----------------------------------------|---------------------------------------|--------------------------------------------|--------------------------------|---------------------------------------|---------------------------|---------------------------|
| Operating Fund                          | \$623,237.03                          | \$159,149.84                               | \$480,488.58                   | \$63,412.94                           | \$198,193.99              | \$340,942.44              |
| Public Library Access Card Fund         | \$50.00                               | \$0.00                                     | \$50.00                        | \$0.00                                | \$0.00                    | \$0.00                    |
| Gift Fund                               | \$9,969.20                            | \$898.13                                   | \$1,697.09                     | \$175.36                              | \$2,310.86                | \$10,582.97               |
| DeMotte                                 | \$2,381.86                            | \$277.63                                   | \$410.17                       | \$0.00                                | \$500.00                  | \$2,471.69                |
| Rensselaer                              | \$5,613.14                            | \$95.43                                    | \$441.53                       | \$0.00                                | \$740.00                  | \$5,911.61                |
| Wheatfield                              | \$1,974.20                            | \$525.07                                   | \$845.39                       | \$175.36                              | \$1,070.86                | \$2,199.67                |
| Library Improvement Reserve Fund        | \$199,707.47                          | \$0.00                                     | \$0.00                         | \$17.51                               | \$49.24                   | \$199,756.71              |
| Bond & Interest Redemption Fund         | \$175,352.75                          | \$0.00                                     | \$162,106.25                   | \$0.00                                | \$0.00                    | \$13,246.50               |
| Rainy Day Fund                          | \$308,914.76                          | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$308,914.76              |
| Includes Investments of: \$275,000.00   |                                       |                                            |                                |                                       |                           |                           |
| State Technology Fund Grant Fund        | \$0.00                                | \$1,461.00                                 | \$2,922.00                     | \$0.00                                | \$9,733.00                | \$6,811.00                |
| Capital Projects Fund                   | \$1,269,492.71                        | \$0.00                                     | \$0.00                         | \$3.90                                | \$10.97                   | \$1,269,503.68            |
| Includes Investments of: \$1,225,000.00 |                                       |                                            |                                |                                       |                           |                           |
| Host/Hospitality Fund                   | \$0.00                                | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$0.00                    |
| Levy Excess Fund                        | \$8,497.60                            | \$0.00                                     | \$8,399.00                     | \$0.00                                | \$0.00                    | \$98.60                   |
| Sales Tax                               | \$127.05                              | \$0.00                                     | \$128.00                       | \$24.99                               | \$50.55                   | \$49.60                   |
| Construction Fund                       | \$0.00                                | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$0.00                    |
| Petty Cash Funds                        | \$120.00                              | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$120.00                  |
| Cash Change Fund                        | \$150.00                              | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$150.00                  |
| Insurance Refund Fund                   | \$0.00                                | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$0.00                    |
| Insurance Settlement Fund               | \$12,301.81                           | \$143.50                                   | \$4,850.95                     | \$0.00                                | \$7,465.94                | \$14,916.80               |
| Payroll Withholding Accts.              |                                       |                                            |                                |                                       |                           |                           |
| FIT Tax Collected                       | \$0.00                                | \$6,983.52                                 | \$22,035.12                    | \$6,983.52                            | \$22,035.12               | \$0.00                    |
| FICA Tax Collected                      | \$0.00                                | \$6,847.85                                 | \$21,132.86                    | \$6,847.85                            | \$21,132.86               | \$0.00                    |
| State Tax Collected                     | \$3,176.93                            | \$3,210.79                                 | \$9,749.70                     | \$3,187.96                            | \$9,760.68                | \$3,187.91                |
| County Tax Collected                    | \$2,485.61                            | \$2,591.10                                 | \$7,761.86                     | \$2,526.44                            | \$7,802.74                | \$2,526.49                |
| Deferred Comp.                          | \$0.00                                | \$1,890.00                                 | \$5,670.00                     | \$1,890.00                            | \$5,670.00                | \$0.00                    |
| #125 Pre-tax Plan                       | \$5.76                                | \$2,909.59                                 | \$8,796.75                     | \$3,016.94                            | \$8,899.67                | \$108.68                  |
| Employee Life Insur.                    | \$0.72                                | \$217.20                                   | \$657.60                       | \$217.92                              | \$659.76                  | \$2.88                    |
| Employee INPRS                          | \$0.00                                | \$2,671.40                                 | \$8,245.39                     | \$2,671.40                            | \$8,245.39                | \$0.00                    |
| Garnishments                            | \$0.00                                | \$108.00                                   | \$108.00                       | \$0.00                                | \$108.00                  | \$0.00                    |
| Credit Union                            | \$0.00                                | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$0.00                    |
| EIC                                     | \$0.00                                | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$0.00                    |
| TOTAL ALL FUNDS.....                    | \$2,613,589.40                        | \$189,081.92                               | \$744,799.15                   | \$90,976.73                           | \$302,128.77              | \$2,170,919.02            |

***Bank Balances***  
***Jasper County Public Library***  
***Report as of: 3/31/15***

| <b><i>Bank</i></b>              |                                        |                              |
|---------------------------------|----------------------------------------|------------------------------|
| 1                               | Alliance Bank                          | \$647,111.11                 |
| 2                               | Demotte State Bank                     | \$12,094.56                  |
| 4                               | PNC Bank                               | \$11,443.35                  |
| 5                               | Cash On Hand                           | \$270.00                     |
| 9                               | Fifth Third Bank CD#002-<br>0668762355 | \$275,000.00                 |
| 10                              | Fifth Third Bank CD#002-<br>0668762363 | \$725,000.00                 |
| 6                               | Fifth Third Bank CD#002-<br>0668786509 | \$500,000.00                 |
| <b><i>Total all banks =</i></b> |                                        | <b><i>\$2,170,919.02</i></b> |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

# Appropriation Report for 100 OPERATING FUND

## Jasper County Public Library

Report Date: From 3/1/15 To 3/31/15

| Account # Description                  | Annual<br>Appropriation | Change to<br>Appropriation | Current<br>Appropriation | Disbursements<br>This Month | Disbursements<br>YTD | Balance               | Percent     |
|----------------------------------------|-------------------------|----------------------------|--------------------------|-----------------------------|----------------------|-----------------------|-------------|
| <i>1. Personal Services</i>            |                         |                            |                          |                             |                      |                       |             |
| 1.11 SALARY OF LIBRARIAN               | \$65,582.00             | \$0.00                     | \$65,582.00              | \$5,465.20                  | \$16,315.87          | \$49,266.13           | 24.9        |
| 1.12 SALARY OF ASSISTANTS              | \$1,082,897.00          | \$0.00                     | \$1,082,897.00           | \$81,437.16                 | \$254,610.65         | \$828,286.35          | 23.5        |
| 1.13 WAGES OF JANITORS                 | \$68,692.00             | \$0.00                     | \$68,692.00              | \$5,339.38                  | \$13,361.30          | \$55,330.70           | 19.5        |
| 1.21 EMPLOYER'S SHARE-FICA             | \$93,114.00             | \$0.00                     | \$93,114.00              | \$6,847.85                  | \$21,132.80          | \$71,981.20           | 22.7        |
| 1.22 UNEMPLOYMENT<br>COMPENSATION      | \$3,544.00              | \$0.00                     | \$3,544.00               | \$0.00                      | \$349.67             | \$3,194.33            | 9.9         |
| 1.23 EMPLOYER'S CONTRIB.- PERF         | \$108,799.00            | \$0.00                     | \$108,799.00             | \$7,833.46                  | \$24,237.83          | \$84,561.17           | 22.3        |
| 1.24 EMPLOYER'S CONTRIB.- INS.         | \$132,389.00            | \$0.00                     | \$132,389.00             | \$9,314.06                  | \$31,089.94          | \$101,299.06          | 23.5        |
| <b>Subtotal</b>                        | <b>\$1,555,017.00</b>   |                            | <b>\$1,555,017.00</b>    | <b>\$116,237.11</b>         | <b>\$361,098.06</b>  | <b>\$1,193,918.94</b> | <b>23.2</b> |
| <i>2. Supplies</i>                     |                         |                            |                          |                             |                      |                       |             |
| 2.11 OFFICIAL RECORDS                  | \$600.00                | \$0.00                     | \$600.00                 | \$0.00                      | \$0.00               | \$600.00              | 0.0         |
| 2.12 STATIONERY AND PRINTING           | \$550.00                | \$0.00                     | \$550.00                 | \$0.00                      | \$187.17             | \$362.83              | 34.0        |
| 2.13 OTHER OFFICE SUPPLIES             | \$7,500.00              | \$0.00                     | \$7,500.00               | \$2,005.57                  | \$2,810.44           | \$4,689.56            | 37.5        |
| 2.21 CLEANING & SANITATION<br>SUPPLIES | \$6,000.00              | \$0.00                     | \$6,000.00               | \$757.69                    | \$1,256.92           | \$4,743.08            | 20.9        |
| 2.23 OTHER OPERATING SUPPLIES          | \$7,000.00              | \$0.00                     | \$7,000.00               | \$581.05                    | \$1,364.67           | \$5,635.33            | 19.5        |
| 2.31 BUILDING MATERIALS &<br>SUPPLIES  | \$1,000.00              | \$0.00                     | \$1,000.00               | \$0.00                      | \$0.00               | \$1,000.00            | 0.0         |
| 2.32 PAINT AND PAINTING<br>SUPPLIES    | \$200.00                | \$0.00                     | \$200.00                 | \$0.00                      | \$9.89               | \$190.11              | 4.9         |
| 2.33 REPAIR PARTS                      | \$2,000.00              | \$0.00                     | \$2,000.00               | \$199.00                    | \$460.10             | \$1,539.90            | 23.0        |
| 2.41 LIBRARY SUPPLIES                  | \$14,900.00             | \$0.00                     | \$14,900.00              | \$387.65                    | \$1,853.02           | \$13,046.98           | 12.4        |

| <i>Account # Description</i>         | <i>Annual<br/>Appropriation</i> | <i>Change to<br/>Appropriation</i> | <i>Current<br/>Appropriation</i> | <i>Disbursements<br/>This Month</i> | <i>Disbursements<br/>YTD</i> | <i>Balance</i>     | <i>Percent</i> |
|--------------------------------------|---------------------------------|------------------------------------|----------------------------------|-------------------------------------|------------------------------|--------------------|----------------|
| 2.42 MARKETING SUPPLIES              | \$50.00                         | \$0.00                             | \$50.00                          | \$0.00                              | \$0.00                       | \$50.00            | 0.0            |
| <b>Subtotal</b>                      | <b>\$39,800.00</b>              |                                    | <b>\$39,800.00</b>               | <b>\$3,930.96</b>                   | <b>\$7,942.21</b>            | <b>\$31,857.79</b> | <b>20.0</b>    |
| <i>3. Other Services and Charges</i> |                                 |                                    |                                  |                                     |                              |                    |                |
| 3.13 LEGAL SERVICES                  | \$5,000.00                      | \$0.00                             | \$5,000.00                       | \$522.50                            | \$1,235.00                   | \$3,765.00         | 24.7           |
| 3.14 OTHER PROFESSIONAL SERVICES     | \$6,500.00                      | \$0.00                             | \$6,500.00                       | \$266.32                            | \$1,761.28                   | \$4,738.72         | 27.1           |
| 3.145 DATABASES & LICENSING SERVICES | \$26,620.00                     | \$0.00                             | \$26,620.00                      | \$0.00                              | \$4,246.25                   | \$22,373.75        | 16.0           |
| 3.146 E-BOOKS SERVICES               | \$18,700.00                     | \$0.00                             | \$18,700.00                      | \$3,000.00                          | \$3,000.00                   | \$15,700.00        | 16.0           |
| 3.21 TELEPHONE                       | \$4,200.00                      | \$0.00                             | \$4,200.00                       | \$262.23                            | \$633.27                     | \$3,566.73         | 15.1           |
| 3.22 POSTAGE                         | \$3,000.00                      | \$0.00                             | \$3,000.00                       | \$201.60                            | \$390.75                     | \$2,609.25         | 13.0           |
| 3.23 MILEAGE                         | \$20,000.00                     | \$0.00                             | \$20,000.00                      | \$953.54                            | \$2,647.52                   | \$17,352.48        | 13.2           |
| 3.24 PROFESSIONAL MEETINGS           | \$8,000.00                      | \$0.00                             | \$8,000.00                       | \$73.51                             | \$243.80                     | \$7,756.20         | 3.0            |
| 3.25 FREIGHT                         | \$2,000.00                      | \$0.00                             | \$2,000.00                       | \$126.69                            | \$255.53                     | \$1,744.47         | 12.8           |
| 3.26 NETWORKING                      | \$64,860.00                     | \$0.00                             | \$64,860.00                      | \$0.00                              | \$1,461.00                   | \$63,399.00        | 2.3            |
| 3.31 ADVERTISING & PUBLIC NOTICES    | \$800.00                        | \$0.00                             | \$800.00                         | \$121.86                            | \$238.61                     | \$561.39           | 29.8           |
| 3.33 MARKETING ADVERTISING           | \$1,800.00                      | \$0.00                             | \$1,800.00                       | \$0.00                              | \$0.00                       | \$1,800.00         | 0.0            |
| 3.41 OFFICIAL BONDS                  | \$250.00                        | \$0.00                             | \$250.00                         | \$200.00                            | \$200.00                     | \$50.00            | 80.0           |
| 3.42 OTHER INSURANCE                 | \$29,500.00                     | \$0.00                             | \$29,500.00                      | \$0.00                              | \$2,660.90                   | \$26,839.10        | 9.0            |
| 3.51 GAS                             | \$45,000.00                     | \$0.00                             | \$45,000.00                      | \$2,848.12                          | \$8,132.94                   | \$36,867.06        | 18.1           |
| 3.52 ELECTRICITY                     | \$100,000.00                    | \$0.00                             | \$100,000.00                     | \$6,220.16                          | \$18,612.62                  | \$81,387.38        | 18.6           |
| 3.53 WATER                           | \$4,000.00                      | \$0.00                             | \$4,000.00                       | \$246.10                            | \$844.94                     | \$3,155.06         | 21.1           |
| 3.54 WASTE DISPOSAL SERVICES         | \$6,500.00                      | \$0.00                             | \$6,500.00                       | \$552.07                            | \$1,604.21                   | \$4,895.79         | 24.7           |
| 3.61 BUILDING & STRUCTURES           | \$55,920.00                     | \$0.00                             | \$55,920.00                      | \$3,715.22                          | \$7,035.01                   | \$48,884.99        | 12.6           |
| 3.62 EQUIPMENT REPAIRS               | \$1,000.00                      | \$0.00                             | \$1,000.00                       | \$0.00                              | \$0.00                       | \$1,000.00         | 0.0            |
| 3.72 EQUIPMENT RENTALS               | \$300.00                        | \$0.00                             | \$300.00                         | \$95.95                             | \$170.85                     | \$129.15           | 57.0           |
| 3.91 DUES                            | \$1,875.00                      | \$0.00                             | \$1,875.00                       | \$32.00                             | \$265.00                     | \$1,610.00         | 14.1           |

| <i>Account # Description</i>          | <i>Annual<br/>Appropriation</i> | <i>Change to<br/>Appropriation</i> | <i>Current<br/>Appropriation</i> | <i>Disbursements<br/>This Month</i> | <i>Disbursements<br/>YTD</i> | <i>Balance</i>        | <i>Percent</i> |
|---------------------------------------|---------------------------------|------------------------------------|----------------------------------|-------------------------------------|------------------------------|-----------------------|----------------|
| 3.93 TAXES & ASSESSMENTS              | \$250.00                        | \$0.00                             | \$250.00                         | \$0.00                              | \$0.00                       | \$250.00              | 0.0            |
| 3.94 TRANSFER TO LIRF                 | \$100,000.00                    | \$0.00                             | \$100,000.00                     | \$0.00                              | \$0.00                       | \$100,000.00          | 0.0            |
| 3.95 BOOK REIMBURSEMENT               | \$100.00                        | \$45.11                            | \$145.11                         | \$0.00                              | \$45.11                      | \$100.00              | 31.1           |
| 3.96 PETTY CASH                       | \$120.00                        | \$0.00                             | \$120.00                         | \$0.00                              | \$0.00                       | \$120.00              | 0.0            |
| 3.98 MAINTENANCE/SERVICE<br>CONTRACTS | \$112,057.00                    | \$0.00                             | \$112,057.00                     | \$1,625.71                          | \$20,666.52                  | \$91,390.48           | 18.4           |
| <b>Subtotal</b>                       | <b>\$618,352.00</b>             | <b>\$45.11</b>                     | <b>\$618,397.11</b>              | <b>\$21,063.58</b>                  | <b>\$76,351.11</b>           | <b>\$542,046.00</b>   | <b>12.3</b>    |
| <i>4. Capital Outlays</i>             |                                 |                                    |                                  |                                     |                              |                       |                |
| 4.4 FURNITURE & EQUIPMENT             | \$51,648.00                     | \$0.00                             | \$51,648.00                      | \$0.00                              | \$72.37                      | \$51,575.63           | 0.1            |
| 4.51 BOOKS                            | \$160,300.00                    | \$0.00                             | \$160,300.00                     | \$11,645.07                         | \$25,125.49                  | \$135,174.51          | 15.7           |
| 4.52 PERIODICALS &<br>NEWSPAPERS      | \$25,000.00                     | \$0.00                             | \$25,000.00                      | \$4,150.18                          | \$5,388.63                   | \$19,611.37           | 21.6           |
| 4.53 NONPRINTED MATERIALS             | \$58,000.00                     | \$0.00                             | \$58,000.00                      | \$2,122.94                          | \$4,510.71                   | \$53,489.29           | 7.8            |
| <b>Subtotal</b>                       | <b>\$294,948.00</b>             |                                    | <b>\$294,948.00</b>              | <b>\$17,918.19</b>                  | <b>\$35,097.20</b>           | <b>\$259,850.80</b>   | <b>11.9</b>    |
| <b>Grand Total</b>                    | <b>\$2,508,117.00</b>           | <b>\$45.11</b>                     | <b>\$2,508,162.11</b>            | <b>\$159,149.84</b>                 | <b>\$480,488.58</b>          | <b>\$2,027,673.53</b> | <b>19.2</b>    |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

**Appropriation Report for 155 STATE TECHN.FUND GRANT**

**Jasper County Public Library**

**Report Date: From 3/1/15 To 3/31/15**

| <b>Account # Description</b>         | <b>Annual<br/>Appropriation</b> | <b>Change to<br/>Appropriation</b> | <b>Current<br/>Appropriation</b> | <b>Disbursements<br/>This Month</b> | <b>Disbursements<br/>YTD</b> | <b>Balance</b>      | <b>Percent</b> |
|--------------------------------------|---------------------------------|------------------------------------|----------------------------------|-------------------------------------|------------------------------|---------------------|----------------|
| <b>3. Other Services and Charges</b> |                                 |                                    |                                  |                                     |                              |                     |                |
| 3.26 NETWORKING                      | \$0.00                          | \$0.00                             | \$0.00                           | \$1,461.00                          | \$2,922.00                   | (\$2,922.00)        | 0.0            |
| <b>Subtotal</b>                      | <b>\$0.00</b>                   |                                    | <b>\$0.00</b>                    | <b>\$1,461.00</b>                   | <b>\$2,922.00</b>            | <b>(\$2,922.00)</b> | <b>0.0</b>     |
| <b>Grand Total</b>                   | <b>\$0.00</b>                   | <b>\$0.00</b>                      | <b>\$0.00</b>                    | <b>\$1,461.00</b>                   | <b>\$2,922.00</b>            | <b>(\$2,922.00)</b> | <b>0.0</b>     |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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# Appropriation Report for 196 INSURANCE SETTLEMENT F

## Jasper County Public Library

Report Date: From 3/1/15 To 3/31/15

| Account # Description                | Annual<br>Appropriation | Change to<br>Appropriation | Current<br>Appropriation | Disbursements<br>This Month | Disbursements<br>YTD | Balance             | Percent    |
|--------------------------------------|-------------------------|----------------------------|--------------------------|-----------------------------|----------------------|---------------------|------------|
| <b>3. Other Services and Charges</b> |                         |                            |                          |                             |                      |                     |            |
| 3.61 BUILDING & STRUCTURES           | \$0.00                  | \$0.00                     | \$0.00                   | \$143.50                    | \$143.50             | (\$143.50)          | 0.0        |
| <b>Subtotal</b>                      | <b>\$0.00</b>           |                            | <b>\$0.00</b>            | <b>\$143.50</b>             | <b>\$143.50</b>      | <b>(\$143.50)</b>   | <b>0.0</b> |
| <b>4. Capital Outlays</b>            |                         |                            |                          |                             |                      |                     |            |
| 4.4 FURNITURE & EQUIPMENT            | \$0.00                  | \$0.00                     | \$0.00                   | \$0.00                      | \$4,707.45           | (\$4,707.45)        | 0.0        |
| <b>Subtotal</b>                      | <b>\$0.00</b>           |                            | <b>\$0.00</b>            | <b>\$0.00</b>               | <b>\$4,707.45</b>    | <b>(\$4,707.45)</b> | <b>0.0</b> |
| <b>Grand Total</b>                   | <b>\$0.00</b>           | <b>\$0.00</b>              | <b>\$0.00</b>            | <b>\$143.50</b>             | <b>\$4,850.95</b>    | <b>(\$4,850.95)</b> | <b>0.0</b> |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.



# Voucher List

## Jasper County Public Library

Report Date: From 3/1/15 To 3/31/15

| Warrant Number | Claim Number | Name of Claimant          | Date   | Explanation                                                                                                                                                                                                                                                              | Total       |
|----------------|--------------|---------------------------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 33705          | 159          | AARON'S LAWN CARE         | 3/9/15 | DeM & Wh: Snow removal                                                                                                                                                                                                                                                   | \$1,170.00  |
| 33706          | 160          | ACE HARDWARE              | 3/9/15 | Light bulbs                                                                                                                                                                                                                                                              | \$9.98      |
| 33707          | 161          | AMERICAN LIBRARY ASSOCIA  | 3/9/15 | Bookmarks                                                                                                                                                                                                                                                                | \$83.00     |
| 33708          | 162          | ANTHEM BLUE CROSS BLUE    | 3/9/15 | Health Insurance premiums- March 2015                                                                                                                                                                                                                                    | \$11,598.08 |
| 33709          | 163          | ANTHEM LIFE               | 3/9/15 | Life Insurance premiums- March 2015                                                                                                                                                                                                                                      | \$93.42     |
| 33710          | 164          | AUTOMATIC DOOR SERVICE    | 3/9/15 | Rens: Reattach the exit device on interior door of main entrance                                                                                                                                                                                                         | \$214.08    |
| 33711          | 165          | BAKER & TAYLOR            | 3/9/15 | Books, Continuations, AV, Auto. Yours                                                                                                                                                                                                                                    | \$9,350.05  |
| 33712          | 166          | BAKER & TAYLOR ENTERTAIN  | 3/9/15 | DVDs                                                                                                                                                                                                                                                                     | \$344.06    |
| 33713          | 167          | CAPSTONE PRESS, INC       | 3/9/15 | Books                                                                                                                                                                                                                                                                    | \$750.97    |
| 33714          | 168          | CAVENDISH SQUARE PUBLIS   | 3/9/15 | Books                                                                                                                                                                                                                                                                    | \$161.65    |
| 33715          | 169          | CIRCLE R ELECTRIC, INC.   | 3/9/15 | Rens: furnish & install one 20 amp duplex receptacle for copier; repair sidewalk light & art wall switch; furnish & install one 15 amp duplex receptacle & one stainless steel duplex receptacle plate in meeting room floor outlet due to flood; DeM: repair flag light | \$967.62    |
| 33716          | 170          | CREATIVE PRODUCT SOURC    | 3/9/15 | Custom 2" stickers                                                                                                                                                                                                                                                       | \$160.26    |
| 33717          | 171          | DAVIDSON TITLES INC.      | 3/9/15 | Books                                                                                                                                                                                                                                                                    | \$1,730.89  |
| 33718          | 172          | DAVIS WATER CONDITIONING  | 3/9/15 | DeM: 50# bags of solar salt- 14                                                                                                                                                                                                                                          | \$115.00    |
| 33719          | 173          | DEBORAH KRISTOFF          | 3/9/15 | Management meeting expenses                                                                                                                                                                                                                                              | \$24.92     |
| 33720          | 174          | DELL MARKETING L.P.       | 3/9/15 | Toner cartridges                                                                                                                                                                                                                                                         | \$531.01    |
| 33721          | 175          | DONNA BARKO               | 3/9/15 | Mileage 1/5-2/22/15: Bank deposits, Post Office                                                                                                                                                                                                                          | \$22.83     |
| 33722          | 176          | ENA SERVICES LLC          | 3/9/15 | Internet service fo February 2015                                                                                                                                                                                                                                        | \$1,461.00  |
| 33723          | 177          | FLEX-PAC INC              | 3/9/15 | Toilet paper, paper towel rolls, hand soap, m-folds                                                                                                                                                                                                                      | \$314.32    |
| 33724          | 178          | GALE/CENGAGE LEARNING     | 3/9/15 | Books                                                                                                                                                                                                                                                                    | \$53.65     |
| 33725          | 179          | HP PRODUCTS               | 3/9/15 | Neutral cleaner, trash bags, mop heads,                                                                                                                                                                                                                                  | \$301.20    |
| 33726          | 180          | JEREMY TROIKE             | 3/9/15 | Garnishment mistakenly taken out of 2/10/15 & 2/25/15 paychecks.                                                                                                                                                                                                         | \$108.00    |
| 33727          | 181          | JUNIOR LIBRARY GUILD      | 3/9/15 | Books                                                                                                                                                                                                                                                                    | \$183.00    |
| 33728          | 182          | KAREN LAND                | 3/9/15 | Program presenter                                                                                                                                                                                                                                                        | \$750.00    |
| 33730          | 183          | MAGAZINE SUBSCRIPTION SE  | 3/9/15 | Annual June- August Magazine Subscription Renewals                                                                                                                                                                                                                       | \$3,650.98  |
| 33731          | 184          | MICHAEL R. ANDERSON       | 3/9/15 | Rens: Snow removal 2/1-2/5/15                                                                                                                                                                                                                                            | \$400.00    |
| 33729          | 185          | M W INSURANCE AGENCY      | 3/9/15 | Bonds for Treasurer and Assistant Treasurer                                                                                                                                                                                                                              | \$200.00    |
| 33732          | 186          | OVERDRIVE                 | 3/9/15 | Database Maintenance Fee & Future Content Purchases (February 2015-January 2016)                                                                                                                                                                                         | \$3,000.00  |
| 33733          | 187          | PEGGY MICHELIN            | 3/9/15 | Mileage 12/30/14-2/17/15: AV shopping, returns, post office                                                                                                                                                                                                              | \$16.29     |
| 33734          | 188          | POSTMASTER                | 3/9/15 | Stamps                                                                                                                                                                                                                                                                   | \$201.60    |
| 33735          | 189          | PRECISION CONTROL SYSTE   | 3/9/15 | DeM: Air handler #1 down due to fault at drive. Inspected all leads from drive panel to motor connections. All ok. No signs of grounding. Fault code 16 disabled. Recycled air handler, no problems, operation ok.                                                       | \$428.00    |
| 33736          | 190          | RENSSELAER ROTARY CLUB    | 3/9/15 | January & February 2015 dues & meals                                                                                                                                                                                                                                     | \$96.00     |
| 33737          | 191          | REPUBLIC SERVICES #715    | 3/9/15 | Wh: Trash Service- March 2015                                                                                                                                                                                                                                            | \$64.95     |
| 33738          | 192          | ROEING CORPORATION        | 3/9/15 | HP Maintenance Kit                                                                                                                                                                                                                                                       | \$199.00    |
| 33739          | 193          | SCHOLASTIC LIBRARY        | 3/9/15 | Continuations                                                                                                                                                                                                                                                            | \$156.00    |
| 33740          | 194          | SENTIMENTAL PRODUCTIONS   | 3/9/15 | DVDs                                                                                                                                                                                                                                                                     | \$95.00     |
| 33741          | 195          | SIMPLEXGRINNELL           | 3/9/15 | Wh: Annual Fire Alarm Test & Inspection; service work on notifier fire alarm, replaced batteries                                                                                                                                                                         | \$1,841.02  |
| 33742          | 196          | SVT, LLC                  | 3/9/15 | Adult program supplies                                                                                                                                                                                                                                                   | \$26.73     |
| 33743          | 197          | ULINE                     | 3/9/15 | Filament tape                                                                                                                                                                                                                                                            | \$71.02     |
| 33744          | 198          | VISION SERVICE PLAN- (IN) | 3/9/15 | Vision Insurance Premiums- March 2015                                                                                                                                                                                                                                    | \$202.81    |

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| <i>Warrant<br/>Number</i> | <i>Claim<br/>Number</i> | <i>Name of Claimant</i>  | <i>Date</i> | <i>Explanation</i>                                                                                                                                                                        | <i>Total</i> |
|---------------------------|-------------------------|--------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 33745                     | 199                     | WAL-MART COMMUNITY/RFC   | 3/9/15      | Children's supplies, children's program expenses, cleaning supplies, DVDs, CDs, staff anniversary expenses, Teen Tech Week prizes                                                         | \$1,225.19   |
| 33746                     | 200                     | WASTE MANAGEMENT         | 3/9/15      | DeM: Trash Pick-up, March 2015                                                                                                                                                            | \$87.98      |
| 33747                     | 201                     | WILLIAM JAMERSON         | 3/9/15      | Program Presenter                                                                                                                                                                         | \$250.00     |
| 33748                     | 202                     | YVONNE DEL VECCHIO       | 3/9/15      | Mileage 1/5-2/27/15: deliver newsletter, Walking Books, Book Club, ASK Committee meeting                                                                                                  | \$76.07      |
| 0                         | 203                     | PAYROLL                  | 3/10/15     | PAYROLL                                                                                                                                                                                   | \$45,893.84  |
| 0                         | 204                     | BILL HROMADA             | 3/9/15      | Courier Mileage, 2/16/15-2/27/15 (Conf #221)                                                                                                                                              | \$356.50     |
| 0                         | 205                     | GREAT-WEST RETIREMENT S  | 3/9/15      | Annuity Withheld 3/10/15 payroll (Conf. #224)                                                                                                                                             | \$945.00     |
| 0                         | 206                     | INDIANA DEPARTMENT OF RE | 3/9/15      | EFT-State & County Taxes w/held February 2015 Payrolls (Ref #64945)                                                                                                                       | \$5,801.89   |
| 0                         | 207                     | INPRS fbo PERF           | 3/9/15      | 3/10/15 Payroll Contributions                                                                                                                                                             | \$5,248.37   |
| 0                         | 208                     | IRS USA TAXPAYMENT       | 3/9/15      | EFT-FICA & Federal Taxes w/held 3/10/15 (Ref #95830645)                                                                                                                                   | \$10,289.78  |
| 0                         | 209                     | TOWN OF DEMOTTE          | 3/9/15      | DeM: Sewer & Water- February 2015                                                                                                                                                         | \$199.84     |
| 0                         | 210                     | TOWN OF WHEATFIELD       | 3/9/15      | Wh: Sewer- March 2015                                                                                                                                                                     | \$56.65      |
| 33678                     | 211                     | OFFICE DEPOT             | 3/9/15      | Check# 33678, AP# 112 lost in mail. New check issued.                                                                                                                                     | (\$360.24)   |
| 0                         | 212                     | ALLIANCE BANK            | 3/9/15      | Direct Deposit Fees February 2015                                                                                                                                                         | \$36.60      |
| 33749                     | 213                     | BIERMA HARDWARE, INC.    | 3/9/15      | Spray Nine cleaner, nuts, bolts                                                                                                                                                           | \$16.11      |
| 33750                     | 214                     | BUSINESS CARD            | 3/9/15      | Background check, display wall accessories, vacuum parts, stamp, Directors Meeting expenses, books, Next Issue subscription                                                               | \$235.98     |
| 33751                     | 215                     | CHICAGO TRIBUNE          | 3/9/15      | Rens: Newspaper subscription 3/19/15-3/23/16, Acct# 10433615                                                                                                                              | \$221.00     |
| 33752                     | 216                     | CULLIGAN WATER CONDITIO  | 3/9/15      | Wh: Water Cooler Rental-March 2015                                                                                                                                                        | \$9.95       |
| 33753                     | 217                     | D & S COMPUTER SERVICES  | 3/9/15      | Hosting 1st quarter 2015                                                                                                                                                                  | \$120.00     |
| 33754                     | 218                     | DUMAS & MAHNESMITH P.C.  | 3/9/15      | Legal Assistance: Property Purchase                                                                                                                                                       | \$522.50     |
| 33755                     | 219                     | KANKAKEE VALLEY PUBLISHI | 3/9/15      | Annual Financial Report Legal Ads                                                                                                                                                         | \$121.86     |
| 33756                     | 220                     | KIRBY RISK CORPORATION   | 3/9/15      | Light bulbs                                                                                                                                                                               | \$397.70     |
| 33757                     | 221                     | NIPSCO                   | 3/9/15      | Wh: Gas & Electric Service 1/29-3/4/15                                                                                                                                                    | \$2,225.05   |
| 33758                     | 222                     | OFFICE DEPOT             | 3/9/15      | DVD/CD file folders, gloves, tape, construction paper; Replace check#33678 A/P#112 that was lost in mail.                                                                                 | \$476.40     |
| 33759                     | 223                     | PATTY STRINGFELLOW       | 3/9/15      | Mileage 2/6-2/18/15: Directors Meeting, Management Meeting, Purdue Extension Regional Forum                                                                                               | \$125.35     |
| 33760                     | 224                     | QUILL CORPORATION        | 3/9/15      | Colored copy paper, pens, ink cartridges, toner cartridges, hole reinforcements, copy paper, binder clips, sticky notes, labels, construction paper, file folder labels, triplicate paper | \$1,346.77   |
| 0                         | 225                     | SAGE PAYMENT SOLUTIONS   | 3/9/15      | Merchant Processing Fees- February 2015 (automatic withdrawal on 3/2/15)                                                                                                                  | \$65.46      |
| 33761                     | 226                     | THE TIMES                | 3/9/15      | Rens: Newspaper subscription 3/30/15-3/29/16, Acct# 170-00054391                                                                                                                          | \$278.20     |
| 33762                     | 227                     | UNIQUE MANAGEMENT SERVI  | 3/9/15      | Collections: Initial/Secondary Placements- February 2015                                                                                                                                  | \$116.35     |
| 33763                     | 228                     | UNIQUE MANAGEMENT SERVI  | 3/9/15      | Replace check#33481, AP#935 from November 2014. Check lost in mail.                                                                                                                       | \$125.30     |
| 33764                     | 229                     | U.S. Postal Service      | 3/9/15      | DeM: PO Box 16 Rental                                                                                                                                                                     | \$86.00      |
| 0                         | 230                     | PAYROLL                  | 3/25/15     | PAYROLL                                                                                                                                                                                   | \$46,347.90  |
| 0                         | 231                     | BILL HROMADA             | 3/19/15     | Courier Mileage, 3/2/15-3/13/15 (Conf #230)                                                                                                                                               | \$356.50     |
| 0                         | 232                     | CENTURYLINK              | 3/19/15     | WH: Local Phone Service March 2015 (Conf #228)                                                                                                                                            | \$124.22     |
| 0                         | 233                     | CENTURYLINK              | 3/19/15     | WH: Fax Service March 2015 (Conf. # 229)                                                                                                                                                  | \$14.50      |
| 0                         | 234                     | CENTURYLINK              | 3/19/15     | Rens: Local phone & fax service- March 2015 (Conf #225)                                                                                                                                   | \$123.51     |
| 0                         | 235                     | CITY OF RENSSELAER       | 3/19/15     | RENS: Utilities 2/9/15-3/9/15 (Conf. #227)                                                                                                                                                | \$3,059.65   |
| 0                         | 236                     | GREAT-WEST RETIREMENT S  | 3/19/15     | Annuity Withheld 3/25/15 payroll (Conf. #231)                                                                                                                                             | \$945.00     |
| 0                         | 237                     | INPRS fbo PERF           | 3/19/15     | 3/25/15 Payroll Contributions                                                                                                                                                             | \$5,256.49   |
| 0                         | 238                     | IRS USA TAXPAYMENT       | 3/19/15     | EFT-FICA & Federal Taxes w/held 3/25/15 (Ref #40945604)                                                                                                                                   | \$10,389.44  |

F4c

| <i>Warrant<br/>Number</i>     | <i>Claim<br/>Number</i> | <i>Name of Claimant</i> | <i>Date</i> | <i>Explanation</i>                                          | <i>Total</i>        |
|-------------------------------|-------------------------|-------------------------|-------------|-------------------------------------------------------------|---------------------|
| 0                             | 239                     | NIPSCO                  | 3/19/15     | DeM: Gas & Electric Service 2/06/14 - 03/06/15 (Conf. #226) | \$4,172.33          |
| 0                             | 240                     | AFLAC                   | 3/25/15     | Supplemental Insurance March 2015 (Conf. #232)              | \$546.54            |
| <b>Total Amount of Claims</b> |                         |                         |             |                                                             | <b>\$189,081.92</b> |

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, April 08, 2015

\_\_\_\_\_  
Fiscal Officer

### ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of  pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this 13<sup>th</sup> day of April, 2015.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

**JASPER COUNTY PUBLIC LIBRARY**  
**Receipt Breakdown**  
**March 31, 2015**

|                                                   | <u>THIS MONTH</u> | <u>YEAR-TO-DATE</u> | <u>TOTAL RECEIPTS<br/>THIS MONTH</u> | <u>TOTAL RECEIPTS<br/>YEAR-TO-DATE</u> |
|---------------------------------------------------|-------------------|---------------------|--------------------------------------|----------------------------------------|
| <b>FINES &amp; FEES:</b>                          |                   |                     | \$2,810.22                           | \$9,284.42                             |
| DeMotte                                           | \$895.98          | \$2,993.97          |                                      |                                        |
| Rensselaer                                        | \$1,097.27        | \$3,645.96          |                                      |                                        |
| Wheatfield                                        | \$816.97          | \$2,644.49          |                                      |                                        |
| <b>PHOTOCOPIES:</b>                               |                   |                     | \$933.90                             | \$2,626.06                             |
| DeMotte                                           | \$412.60          | \$1,096.35          |                                      |                                        |
| Rensselaer                                        | \$311.40          | \$1,031.31          |                                      |                                        |
| Wheatfield                                        | \$209.90          | \$498.40            |                                      |                                        |
| <b>INTEREST (Checking, Repurchase, CDs):.....</b> |                   |                     | \$39.76                              | \$142.15                               |
| <b>TAXES:</b>                                     |                   |                     | \$57,709.66                          | \$173,128.98                           |
| Property Tax                                      | \$0.00            | \$0.00              |                                      |                                        |
| LOIT                                              | \$0.00            | \$0.00              |                                      |                                        |
| License Excise Tax                                | \$0.00            | \$0.00              |                                      |                                        |
| Financial Institution Tax                         | \$0.00            | \$0.00              |                                      |                                        |
| CVET(Commercial Vehicle Excise)                   | \$0.00            | \$0.00              |                                      |                                        |
| Local Option/Certified Shares                     | \$47,192.33       | \$141,576.99        |                                      |                                        |
| Local Option/Property Tax Repl.                   | \$10,517.33       | \$31,551.99         |                                      |                                        |
| <b>TAXABLE SALES:-.....</b>                       |                   |                     | \$7.21                               | \$22.38                                |
| <b>REFUNDS:</b>                                   |                   |                     | \$1,912.19                           | \$12,990.00                            |
| Rebates/Refund                                    | \$0.00            | \$9.96              |                                      |                                        |
| Insurance Claims/Reimbursements                   | \$682.24          | \$2,805.79          |                                      |                                        |
| Meeting Room Rental                               | \$350.00          | \$700.00            |                                      |                                        |
| Reimbursement                                     | \$879.95          | \$949.95            |                                      |                                        |
| Fixed Asset Sales                                 | \$0.00            | \$0.00              |                                      |                                        |
| Miscellaneous Receipts                            | \$0.00            | \$125.30            |                                      |                                        |
| Interfund Transfer                                | \$0.00            | \$8,399.00          |                                      |                                        |
| <b>TOTAL OPERATING FUND RECEIPTS.....</b>         |                   |                     | <b>\$63,412.94</b>                   | <b>\$198,193.99</b>                    |
| <b>PLAC FUND:.....</b>                            |                   |                     | \$0.00                               | \$0.00                                 |
| <b>GIFT FUNDS:</b>                                |                   |                     | \$175.36                             | \$2,310.86                             |
| DeMotte                                           | \$0.00            | \$500.00            |                                      |                                        |
| Rensselaer                                        | \$0.00            | \$740.00            |                                      |                                        |
| Wheatfield                                        | \$175.36          | \$1,070.86          |                                      |                                        |
| <b>LIB. IMPROV. RESERVE FUND: .....</b>           |                   |                     | \$17.51                              | \$49.24                                |
| Interest Earned                                   | \$17.51           | \$49.24             |                                      |                                        |
| Transfer from OPERATING                           | \$0.00            | \$0.00              |                                      |                                        |
| <b>BOND &amp; INTEREST REDEMPTION FUND:</b>       |                   |                     | \$0.00                               | \$0.00                                 |
| Property Tax                                      | \$0.00            | \$0.00              |                                      |                                        |
| License Excise Tax                                | \$0.00            | \$0.00              |                                      |                                        |
| Financial Institution Tax                         | \$0.00            | \$0.00              |                                      |                                        |
| CVET(Commercial Vehicle Excise)                   | \$0.00            | \$0.00              |                                      |                                        |
| Interfund Transfer                                | \$0.00            | \$0.00              |                                      |                                        |
| <b>RAINY DAY FUND:</b>                            |                   |                     | \$0.00                               | \$0.00                                 |
| Special CAGIT Distribution                        | \$0.00            | \$0.00              |                                      |                                        |
| Interest Earned                                   | \$0.00            | \$0.00              |                                      |                                        |
| <b>STATE TECHNOLOGY FUND GRANT FUND:-.....</b>    |                   |                     | \$0.00                               | \$9,733.00                             |
| <b>CAPITAL PROJECTS FUND:</b>                     |                   |                     | \$3.90                               | \$10.97                                |
| Interest Earned                                   | \$3.90            | \$10.97             |                                      |                                        |
| Property Tax                                      | \$0.00            | \$0.00              |                                      |                                        |
| License Excise Tax                                | \$0.00            | \$0.00              |                                      |                                        |
| Financial Institution Tax                         | \$0.00            | \$0.00              |                                      |                                        |
| CVET(Commercial Vehicle Excise)                   | \$0.00            | \$0.00              |                                      |                                        |
| Interfund Transfer                                | \$0.00            | \$0.00              |                                      |                                        |
| <b>HOST/HOSPITALITY FUND:-.....</b>               |                   |                     | \$0.00                               | \$0.00                                 |
| <b>LEVY EXCESS FUND:-.....</b>                    |                   |                     | \$0.00                               | \$0.00                                 |
| <b>SALES TAX:-.....</b>                           |                   |                     | \$24.99                              | \$50.55                                |
| <b>CASH CHANGE FUND</b>                           |                   |                     | \$0.00                               | \$0.00                                 |
| <b>INSURANCE REFUND FUND:</b>                     |                   |                     | \$0.00                               | \$0.00                                 |
| Interfund Transfer                                | \$0.00            | \$0.00              |                                      |                                        |
| <b>INSURANCE SETTLEMENT FUND</b>                  |                   |                     | \$0.00                               | \$7,465.94                             |
| <b>SUB-TOTAL (page 1).....</b>                    |                   |                     | <b>\$63,634.70</b>                   | <b>\$217,814.55</b>                    |

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**WITHHOLDING ACCOUNT FUNDS:**

|                                        |            |             |                    |                     |
|----------------------------------------|------------|-------------|--------------------|---------------------|
|                                        |            |             | \$27,342.03        | \$84,314.22         |
| FIT Tax Collected                      | \$6,983.52 | \$22,035.12 |                    |                     |
| FICA Collected                         | \$6,847.85 | \$21,132.86 |                    |                     |
| State Tax Collected                    | \$3,187.96 | \$9,760.68  |                    |                     |
| County Tax Collected                   | \$2,526.44 | \$7,802.74  |                    |                     |
| Deferred Comp Plan                     | \$1,890.00 | \$5,670.00  |                    |                     |
| Pre-tax Insurance Plans                | \$3,016.94 | \$8,899.67  |                    |                     |
| Life Insurance                         | \$217.92   | \$659.76    |                    |                     |
| INPRS                                  | \$2,671.40 | \$8,245.39  |                    |                     |
| Garnishments                           | \$0.00     | \$108.00    |                    |                     |
| Credit Union                           | \$0.00     | \$0.00      |                    |                     |
| <b>TOTAL RECEIPTS - ALL FUNDS.....</b> |            |             | <b>\$90,976.73</b> | <b>\$302,128.77</b> |

**Voucher List****Jasper County Public Library****Report Date: From 4/1/15 To 4/13/15**

| <b>Warrant<br/>Number</b> | <b>Claim<br/>Number</b> | <b>Name of Claimant</b>   | <b>Date</b> | <b>Explanation</b>                                                                                       | <b>Total</b> |
|---------------------------|-------------------------|---------------------------|-------------|----------------------------------------------------------------------------------------------------------|--------------|
| 33765                     | 241                     | 4 IMPRINT                 | 4/13/15     | Mood Pencils                                                                                             | \$340.30     |
| 33766                     | 242                     | AARON'S LAWN CARE         | 4/13/15     | DeM: 2/15/15 - 3/23/15 Shovel, Salt, & Plow; Wh:<br>2/15/15 - 3/23/15 Shovel, Salt, & Plow               | \$820.00     |
| 33767                     | 243                     | ACE HARDWARE              | 4/13/15     | DeM; WD-40, Primer, Door Stop, Velcro Strip, Primer,<br>Paint, Roller Cover                              | \$82.22      |
| 33768                     | 244                     | AMERICAN PATRIOT PICTURE  | 4/13/15     | DeM; Still the Drums DVD                                                                                 | \$19.99      |
| 33769                     | 245                     | ANTHEM BLUE CROSS BLUE    | 4/13/15     | Health Insurance premiums- April 2015                                                                    | \$11,598.08  |
| 33770                     | 246                     | ANTHEM BLUE CROSS BLUE    | 4/13/15     | April Cobra premiums for B. Thompson                                                                     | \$614.02     |
| 33771                     | 247                     | ANTHEM LIFE               | 4/13/15     | Life Insurance premiums- April 2015                                                                      | \$93.42      |
| 33772                     | 248                     | BAKER & TAYLOR            | 4/13/15     | Books, Continuations, AV, Auto. Yours                                                                    | \$11,010.25  |
| 33773                     | 249                     | BAKER & TAYLOR ENTERTAIN  | 4/13/15     | DVDs                                                                                                     | \$256.03     |
| 33774                     | 250                     | BLUETARP FINANCIAL, INC   | 4/13/15     | Tog Switch, 6 in. Combo Strip/Cutter.                                                                    | \$12.68      |
| 33775                     | 251                     | CAPSTONE PRESS, INC       | 4/13/15     | Books                                                                                                    | \$1,371.86   |
| 33776                     | 252                     | CAROLYNN DeVRIES          | 4/13/15     | Mileage 3/19/15: E-Device Meeting @ Rensselaer Library                                                   | \$25.30      |
| 33777                     | 253                     | CAVENDISH SQUARE PUBLIS   | 4/13/15     | Books                                                                                                    | \$21.95      |
| 33778                     | 254                     | CDW GOVERNMENT            | 4/13/15     | SIIG Dual Dest Stnd                                                                                      | \$72.11      |
| 33779                     | 255                     | CONSOLIDATED INSURANCE    | 4/13/15     | Semi-annual premium for building insurance; annual<br>premium for workman's comp                         | \$13,958.00  |
| 33780                     | 256                     | DAVIDSON TITLES INC.      | 4/13/15     | Books                                                                                                    | \$3,673.67   |
| 33781                     | 257                     | DELTA DENTAL              | 4/13/15     | Dental Insurance premiums- April 2015                                                                    | \$493.17     |
| 33783                     | 258                     | ENA SERVICES LLC          | 4/13/15     | Internet service fo March 2015                                                                           | \$1,461.00   |
| 33782                     | 259                     | EMILY DURAN               | 4/13/15     | Mileage 03/31/15: AV Shopping                                                                            | \$25.30      |
| 33784                     | 260                     | EVELYN BRISTOL            | 4/13/15     | Food Items for Programs, General Library Supplies                                                        | \$41.90      |
| 33785                     | 261                     | FAEGRE BAKER DANIELS LLP  | 4/13/15     | Legal Assistance on personnel matters                                                                    | \$118.50     |
| 33786                     | 262                     | FASE-KALUF TV & APPLIANCE | 4/13/15     | Cordless Phone Battery                                                                                   | \$21.99      |
| 33787                     | 263                     | FLEX-PAC INC              | 4/13/15     | Toilet paper, paper towel rolls, m-fold towels, Handwash                                                 | \$243.21     |
| 33788                     | 264                     | GALE/CENGAGE LEARNING     | 4/13/15     | Books                                                                                                    | \$913.68     |
| 33789                     | 265                     | GREY HOUSE PUBLISHING     | 4/13/15     | Continuations                                                                                            | \$1,040.50   |
| 33790                     | 266                     | HAMSTRA BUILDERS, INC.    | 4/13/15     | DeM: 2/5/15 - Cleared Ice from Roof & Gutters                                                            | \$107.15     |
| 33791                     | 267                     | HP PRODUCTS               | 4/13/15     | Peroxide MultiSurf Cleaner                                                                               | \$34.52      |
| 33792                     | 268                     | JANICE WILMA              | 4/13/15     | Chat N Chew Teen Program Recipe Supplies, Youth<br>Services 2 - 10 drawer carts & 2 file boxes           | \$98.94      |
| 33793                     | 269                     | JEAN LAMBERT              | 4/13/15     | Mileage 1/11 - 3/31/15: Recycling, Cleaning Supplies,<br>Return Movies to Walmart                        | \$13.34      |
| 33794                     | 270                     | KIMBERLY HUNTER           | 4/13/15     | Mileage 3/9/15: Ask meeting @ Demotte                                                                    | \$25.30      |
| 33795                     | 271                     | LINDA POORTENGA           | 4/13/15     | Mileage 2/12-3/12/15: Management @ DeMotte, B2B, Br<br>Counterparts, Deposit, Management @ Wheatfield    | \$104.88     |
| 33796                     | 272                     | LINDA THOMPSON            | 4/13/15     | Mileage 3/19/15: Counterparts @ DeMotte                                                                  | \$9.20       |
| 33811                     | 273                     | THE LOCK DOCTOR           | 4/13/15     | R: ReKey Outside Doors/25 Keys to Outside Door                                                           | \$206.00     |
| 33797                     | 274                     | MARLENE BEEDLE            | 4/13/15     | Mileage 3/16/15: Digitization Meeting @ R                                                                | \$25.30      |
| 33798                     | 275                     | MICHAEL R. ANDERSON       | 4/13/15     | Rens: Snow Removal, 5 bags of Salt 2/26-3/3/15                                                           | \$462.50     |
| 33799                     | 276                     | NANCY PHILLIPS            | 4/13/15     | Rens. Youth Services: Easter/Spring Décor, Storage<br>Containers for Craft Closet, Letters for Teen Wall | \$79.61      |
| 33800                     | 277                     | OFFICE DEPOT              | 4/13/15     | Envelopes, Large Clip Binders, Construction Paper, CD<br>Folders, Magic Tape                             | \$67.26      |
| 33801                     | 278                     | PATTY STRINGFELLOW        | 4/13/15     | Mileage 3/12-3/17/15: Management Meeting, Tippecanoe<br>Arts Federation Webinar, Books                   | \$131.43     |
| 33802                     | 279                     | POSTMASTER                | 4/13/15     | Postage                                                                                                  | \$201.20     |
| 33803                     | 280                     | RACO INDUSTRIES           | 4/13/15     | Epson Receipt Printer Power Supply                                                                       | \$927.00     |

| <i>F66</i><br>Warrant<br>Number | Claim<br>Number | Name of Claimant          | Date    | Explanation                                                                                                                                                                                                                                                       | Total       |
|---------------------------------|-----------------|---------------------------|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 33804                           | 281             | RAYANN GILMORE            | 4/13/15 | Mileage 1/2-4/2/15: bank deposits, Return ILL Packages, Mail Bond Payment, Laundry, Board Packages, W2 Forms, Bond, Borard Appt. Forms to Clerk, Mail Vendor Cks, File Treasurer Bond, File Conflict of Interest, Bank Paperwork, Supplies, Mail Certified Letter | \$22.20     |
| 33805                           | 282             | REPUBLIC SERVICES #715    | 4/13/15 | Wh: Trash Service- April 2015                                                                                                                                                                                                                                     | \$64.95     |
| 33806                           | 283             | ROSEN PUBLISHING          | 4/13/15 | Books                                                                                                                                                                                                                                                             | \$789.95    |
| 33807                           | 284             | STANLEY STEEMER           | 4/13/15 | DEM: Cleaning - 97 Chairs, 1 Sofa, 2 Love Seats, 8 Pillows                                                                                                                                                                                                        | \$867.90    |
| 33808                           | 285             | SVT, LLC                  | 4/13/15 | Chat N Chew Supplies                                                                                                                                                                                                                                              | \$24.97     |
| 33809                           | 286             | TEAM SOFTWARE SOLUTION    | 4/13/15 | Public Web Browser Annual Renewal                                                                                                                                                                                                                                 | \$125.00    |
| 33810                           | 287             | THE LIBRARY CORPORATION   | 4/13/15 | 2015 TLCU Conference Registration                                                                                                                                                                                                                                 | \$475.00    |
| 33813                           | 288             | THREE TREE INVESTMENTS L  | 4/13/15 | DeM: 8 New Exit Signs, Installed Florescent Light in Elevator; WH: 2 New Exit Lights & 4 Batter Replacements in the Exit Fitures                                                                                                                                  | \$985.00    |
| 33812                           | 289             | THE TIMES                 | 4/13/15 | Wh: Newspaper subscription thru 4/25/15                                                                                                                                                                                                                           | \$278.20    |
| 33814                           | 290             | TRU-GREEN LIMITED PARTNE  | 4/13/15 | DeM: Ice Melt Bags, Rens: Ice Melt Bags, Wh: Ornamental Bed Weed Control                                                                                                                                                                                          | \$571.00    |
| 33815                           | 291             | VISION SERVICE PLAN- (IN) | 4/13/15 | Vision Insurance Premiums- April 2015                                                                                                                                                                                                                             | \$202.81    |
| 33816                           | 292             | WAL-MART COMMUNITY/RFC    | 4/13/15 | DVDs, Batteries, Wipes, Cleaner, Envelope, Plates, Children's Craft Supplies, Music CDs, Adult Programs Supplies, Positivity Meeting Supplies, Teen Tech Week Program Suppies                                                                                     | \$855.50    |
| 33817                           | 293             | WASTE MANAGEMENT          | 4/13/15 | DeM: Trash Pick-up, April 2015                                                                                                                                                                                                                                    | \$87.98     |
| 0                               | 294             | INPRS fbo PERF            | 4/13/15 | 11/10/2014 to 3/25/15 Kim Hunter Payroll Contributions, 1/23/15 to 3/25/15 Carolynn DeVries Payroll Contributions                                                                                                                                                 | \$2,073.21  |
| 0                               | 295             | PAYROLL                   | 4/10/15 | PAYROLL                                                                                                                                                                                                                                                           | \$51,097.61 |
| 0                               | 296             | BILL HROMADA              | 4/10/15 | Courier Mileage, 3/16/15-3/31/15 (Conf #234)                                                                                                                                                                                                                      | \$356.50    |
| 0                               | 297             | DELTA DENTAL              | 4/10/15 | Dental Insurance premiums- March 2015 (conf# 239)                                                                                                                                                                                                                 | \$544.39    |
| 0                               | 298             | DENISE HAVENS             | 4/10/15 | Substitute Courier Mileage 3/26/15 (conf# 235)                                                                                                                                                                                                                    | \$35.65     |
| 0                               | 299             | GREAT-WEST RETIREMENT S   | 4/10/15 | Annuity Withheld 4/10/15 payroll (Conf. #238)                                                                                                                                                                                                                     | \$945.00    |
| 0                               | 300             | INDIANA DEPARTMENT OF RE  | 4/10/15 | EFT-State & County Taxes w/held March 2015 Payrolls (Ref #93524)                                                                                                                                                                                                  | \$5,714.40  |
| 0                               | 301             | INPRS fbo PERF            | 4/10/15 | 4/10/15 Payroll Contributions                                                                                                                                                                                                                                     | \$6,049.64  |
| 0                               | 302             | IRS USA TAXPAYMENT        | 4/10/15 | EFT-FICA & Federal Taxes w/held 4/10/15 (Ref #71886722)                                                                                                                                                                                                           | \$11,753.91 |
| 0                               | 303             | PATTY EENIGENBURG         | 4/10/15 | Substitute Courier Mileage 3/27/15 (conf# 233)                                                                                                                                                                                                                    | \$35.65     |
| 0                               | 304             | TOWN OF DEMOTTE           | 4/10/15 | DeM: Sewer & Water- March 2015 (conf# 237)                                                                                                                                                                                                                        | \$222.28    |
| 0                               | 305             | TOWN OF WHEATFIELD        | 4/10/15 | Wh: Sewer- April 2015 (conf# 236)                                                                                                                                                                                                                                 | \$56.65     |
| 33818                           | 306             | AFFORDABLE ALTERNATIVES   | 4/13/15 | Labels                                                                                                                                                                                                                                                            | \$81.42     |
| 0                               | 307             | ALLIANCE BANK             | 4/13/15 | Direct Deposit Fees March 2015                                                                                                                                                                                                                                    | \$36.40     |
| 33819                           | 308             | BRODART CO.               | 4/13/15 | S End Stop                                                                                                                                                                                                                                                        | \$13.56     |
| 33820                           | 309             | BUSINESS CARD             | 4/13/15 | DVDs, CDs, AV Shopping Expenses, Children's Counterparts Expenses, Summer Reading Prizes, Marketing Display Board, Management Meeting Expenses, Tracfone Subscription, Digipalooza Registration - D. Kristoff & E. Bristol                                        | \$5,348.17  |
| 33821                           | 310             | CENTURYLINK               | 4/13/15 | Rens: Local phone & fax service- April 2015                                                                                                                                                                                                                       | \$124.31    |
| 33822                           | 311             | CULLIGAN WATER CONDITIO   | 4/13/15 | Wh: Water Cooler Rental-April 2015, 5-gallon drinking water- 10                                                                                                                                                                                                   | \$81.45     |
| 33823                           | 312             | D & S COMPUTER SERVICES   | 4/13/15 | Hosting 2nd quarter 2015                                                                                                                                                                                                                                          | \$120.00    |
| 33826                           | 313             | DEMCO                     | 4/13/15 | Acrylic Frames, Plyfit Center Cut Book Jackets, Sante Fe Book Support & Cork, Credit - Damaged Furniture                                                                                                                                                          | \$83.83     |
| 33824                           | 314             | DAVIS WATER CONDITIONING  | 4/13/15 | DeM: 50# bags of solar salt- 5                                                                                                                                                                                                                                    | \$43.00     |
| 33825                           | 315             | DEBORAH KRISTOFF          | 4/13/15 | Mileage 1/15/15 - 3/30/15: Management Meeting, Bookseller, Brank Counterparts, Reference Counterparts, Database Meetings                                                                                                                                          | \$116.73    |
| 33827                           | 316             | DUMAS & MAHNESMITH P.C.   | 4/13/15 | Legal Assistance: Property Purchase                                                                                                                                                                                                                               | \$522.50    |



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| <i>Warrant<br/>Number</i> | <i>Claim<br/>Number</i> | <i>Name of Claimant</i>    | <i>Date</i> | <i>Explanation</i>                                                                                                                                                                                                              | <i>Total</i> |
|---------------------------|-------------------------|----------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 33829                     | 317                     | HP PRODUCTS                | 4/13/15     | Glass Cleaner, Toilet Bowl Cleaner, Trash Bags                                                                                                                                                                                  | \$194.78     |
| 33828                     | 318                     | HERITAGE OFFICE PRODUCT    | 4/13/15     | Name Tags, Name plate, Business Office Sign                                                                                                                                                                                     | \$78.30      |
| 33830                     | 319                     | INDIANA DEPT. OF WORKFOR   | 4/13/15     | 1st Quarter 2015 Unemployment Compensation Pymt                                                                                                                                                                                 | \$1,844.19   |
| 33831                     | 320                     | JANWAY COMPANY USA, INC.   | 4/13/15     | Full color Magnets                                                                                                                                                                                                              | \$296.00     |
| 33832                     | 321                     | JOHNSON COUNTY PUBLIC LI   | 4/13/15     | ILL item patron did not return                                                                                                                                                                                                  | \$13.99      |
| 33833                     | 322                     | KONE, INC.                 | 4/13/15     | DeM: Elevator maintenance agreement 4/1/15-6/30/15                                                                                                                                                                              | \$405.18     |
| 33834                     | 323                     | MIDWEST TAPE               | 4/13/15     | Audiobook Sleeve                                                                                                                                                                                                                | \$425.99     |
| 33835                     | 324                     | NIPSCO                     | 4/13/15     | DeM: Gas & Electric Service 03/07/15-04/06/15, Wh:<br>Gas & Electric Service 3/5/15-03/31/15                                                                                                                                    | \$5,768.57   |
| 33836                     | 325                     | OFFICE DEPOT               | 4/13/15     | Toner; Magic Tape; Adhesive Band-Aid; Astrobrights<br>Paper; Sursrt Tape; Blue, Red, White, & Green<br>Construction Paper                                                                                                       | \$273.29     |
| 33837                     | 326                     | PRECISION CONTROL SYSTE    | 4/13/15     | Quarterly Invoice for Routnine Maintenance @ Rens &<br>DeM(Contract Jan.1 thru Dec. 31, 2015                                                                                                                                    | \$2,099.00   |
| 33838                     | 327                     | QUILL CORPORATION          | 4/13/15     | 3 Drawer White Cart, Blue Pens, Yellow Sticky Notes,<br>White Velcro Coins, labels, toner, Black Hvy Duty EZD<br>bnd with Label , Black Rubber Bands, Fabric Bandages,<br>USV Cbl Adpt, Credit for Pink, Canary and White Paper | \$228.46     |
| 33839                     | 328                     | RACHAEL CAVINDER           | 4/13/15     | Mileage 2/12/15-3/31/15: Management Meeting,<br>Preschool Visit, Book Salesman, AV Shopping                                                                                                                                     | \$75.90      |
| 33840                     | 329                     | RELIANCE LABEL SOLUTIONS   | 4/13/15     | Single Library Labels                                                                                                                                                                                                           | \$624.19     |
| 33841                     | 330                     | ROEING CORPORATION         | 4/13/15     | Rens: Installation of Projector at Conference Room & AV<br>Cables for inputs                                                                                                                                                    | \$600.00     |
| 0                         | 331                     | SAGE PAYMENT SOLUTIONS     | 4/13/15     | Merchant Processing Fees- March 2015 (automatic<br>withdrawal on 4/2/15)                                                                                                                                                        | \$25.02      |
| 33842                     | 332                     | S & S WORLDWIDE, INC       | 4/13/15     | Color Me Mini Super Hero Capes                                                                                                                                                                                                  | \$91.96      |
| 33843                     | 333                     | SHOWCASES                  | 4/13/15     | Clear Vinyl Label Protectors                                                                                                                                                                                                    | \$29.27      |
| 33844                     | 334                     | ULINE                      | 4/13/15     | Strap Tape, Black DVD Cases                                                                                                                                                                                                     | \$368.83     |
| 33845                     | 335                     | UNIQUE MANAGEMENT SERVI    | 4/13/15     | Collections: Initial/Secondary Placements- March 2015                                                                                                                                                                           | \$89.50      |
| 33846                     | 336                     | WALL STREET JOURNAL        | 4/13/15     | 1yr newspaper subscription                                                                                                                                                                                                      | \$382.88     |
| 33847                     | 337                     | ZIESE PLUMBING, HEATING, & | 4/13/15     | Rens: Turn on outside water hydrants                                                                                                                                                                                            | \$230.00     |

F6d

| <i>Warrant<br/>Number</i>     | <i>Claim<br/>Number</i> | <i>Name of Claimant</i> | <i>Date</i> | <i>Explanation</i> | <i>Total</i>        |
|-------------------------------|-------------------------|-------------------------|-------------|--------------------|---------------------|
| <i>Total Amount of Claims</i> |                         |                         |             |                    | <b>\$155,774.78</b> |

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, April 13, 2015

\_\_\_\_\_  
Fiscal Officer

### ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 4 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **\$155,774.78**

Date this 13<sup>th</sup> day of April, 20 15.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.



*May*

**Agenda**  
**Jasper County Public Library**  
**Board of Trustees Meeting**  
**Monday, May 11, 2015, 6pm**  
**Rensselaer Public Library**

**Executive Session:** To discuss an employee job performance evaluation  
(IC 5-14-1.5-6.1).

**Opening of Meeting**

Moment of Silence

**Approval of Consent Agenda & Consent Agenda Items**

Action

Minutes of April Board Meeting  
Bills/Financial Reports  
Salary Ordinance Update (R 7)

**General Business**

DeMotte Library Future Plans (R 12)  
Digitizing Yearbooks (R 12)  
Director Salary 2016 (R 13)

Information  
Action  
Action

**Director's Report** (R 12-R 15)

Information

**Items for Future Agendas**

**Public Forum**

**Adjournment**

*To inform, enrich, and empower our diverse community.*



**MINUTES**  
**Jasper County Public Library Board of Trustees**  
**6:00 PM**

**April 13, 2015**  
**DeMotte Library**

**Present:** Timothy Schultz, Janet Umlauf, Janelle Harper, Deana George, Mark Heinig, Jody Melton, Patricia Stringfellow, Rayann Gilmore, Debbie Kristoff, Ed Dumas

**Absent:** Natalie Waling

**Agenda & Consent Agenda Approval:** The Agenda and Consent Agenda items that included the March Board Meeting Minutes, bills/financial reports, revisions to the Personnel Policy and FMLA/Military Leave Policy, Advance Tax Draw, and Salary Ordinance Update were approved as presented on a motion by D. George, and seconded by J. Melton. Motion passed.

**DeMotte Library Future Plans:** Ed Dumas and P. Stringfellow met with the owner of the property that the library is considering for purchase. Ed presented the Purchase Agreement that was created through discussions with the owner. The most that the Library is able to pay for the property is \$126,500. This is the average of the two appraisals that were done. The seller has agreed on a purchase price of \$117,500 which is \$9000 below the appraised value. The seller would like for this to be considered a donation for tax purposes. If the Board decided to move forward with the purchase \$10,000 earnest money would be due upon signing of the agreement. The first payment of approximately \$78,000 would be due July 15, 2015 after the Library has received its spring tax draw. This first payment would allow the Seller to pay off the mortgage on the property. The Library would gain occupancy rights and the deed at this time. The Library would also take over insuring the property and maintenance on the property at this time. The final payment of approximately \$29,500 would be due on January 15, 2016. P. Stringfellow explained that finances are available to make this purchase as presented. J. Melton moved that the Board direct P. Stringfellow and Ed Dumas to move forward with the purchase agreement as currently written, seconded by M. Heinig. Motion passed unanimously.

**DeMotte Library Annual Report:** Debbie Kristoff introduced herself as the new Branch Manager at the DeMotte Library. She first started with the Jasper County Public Library as a page at the DeMotte Library six years ago. She started her current position in December and is working on her Master's of Library Science degree. Some favorite patron quotes from the past few months include "This library is so much fun and so educational too. Your programs are the best." This was a compliment given after the Karen Land Iditarod program. A patron said "You always go above and beyond" after staff taught them how to use their e-reader. Another patron said "Thank you so very much. I have a hard time walking" after staff retrieved books from the stacks for them. Computer classes have been a huge success. Two classes were offered in March: Computer Basics and Beginning Word. A local patron came in to teach these classes. This patron has difficulties getting around so she was able to sit and teach the class while Debbie walked around the room and helped the participants. This worked so well that they plan to offer more computer classes together the next time the mobile lab is at the DeMotte Library. Preschool visits have become a big part of outreach. In addition to reading stories and doing crafts with over 168 preschool age children every two months, flyers showing upcoming library events are now being delivered each month to the preschools. Some of the preschools have even started including library event information on their Facebook pages. Recently, a new family moved into town and decided to look for the library's geocache. After finding the geocache, they decided to check out the library and felt so "at home" and welcomed by staff that they have become active patrons and are even participating in the Friends of the Library group. A local author came in for a Lego program. He read his book that he wrote and illustrated for a high school project. Participants then built Lego projects inspired by his book. Lastly, Debbie said she wanted to commend the staff at the DeMotte Library. They work well together and really care about the community, our patrons, and

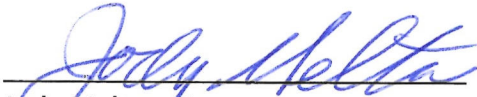
our significant place in the community. They work hard to make patrons feel welcomed and cared for.

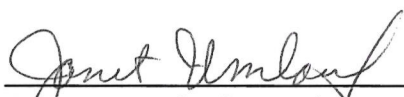
**Technology Plan Revisions:** We reviewed our Technology Plan in March and are recommending some revisions. We discuss technology needs monthly at our Management Meetings striving to stay abreast of patron and staff needs. We have added some actions due to expressed needs, and we have revised other portions due to our newly adopted Long Range Plan. In addition we are recommending the removal of the budget details because we only fund actions that our board approved budget will allow and technology plans are factored in as budget recommendations to the board annually in July. M. Heinig moved to approve the Technology Plan revisions, seconded by J. Harper. Motion passed.

**Director Review:** P. Stringfellow passed out packets to each Board member containing her self evaluation and an evaluation form for the Board member to complete. The evaluation forms should be completed and mailed to the chairperson, M. Heinig, by May 1. The committee will meet and prepare a written evaluation before the May meeting. At the May meeting the evaluation will be discussed by the whole Board and then presented to P. Stringfellow in an executive session. J. Umlauf and T. Schultz also serve on this committee.

**Director's Report:** This week is National Library Week. Special events include: daily prize giveaways and a coloring contest for children, ages 3-11. P. Stringfellow recorded a radio spot on WLQI talking about our library and the ways we serve our community. Several businesses in our community will be promoting National Library Week on their scrolling marquis. We received our renewal rates for our Building Insurance. Last year's premium was \$24,754. Our premium will be \$24,249 effective April 16, 2015. Rates went down! Summer Reading is coming up soon. Children's Librarians have been hard at work on plans- ordering supplies, scheduling performers, and preparing for school visits. This year's theme is *Every Hero has a Story* for younger readers, *Unmask!* for teens, and *Escape the Ordinary* for adults. This year we hope to digitize our yearbooks to make patron access easier. Another project we are working on is E-Device Checkout. Currently patrons are able to check-out an iPad for in-house use to access e-magazine content. We are now discussing an E-Device Checkout Service that would allow patrons to check an e-device out and take it home. This would help get high demand items into patron hands and give a technology experience that they might not otherwise have. We are in the early stages of discussing the possibility of providing a digital library card for school students. A digital library card would allow school students access to our online databases and e-books even if they have not registered for a library card. We believe that our database statistics would grow by leaps and bounds with the creation of a digital library card. More details about yearbook digitization, E-Device Checkout, and digital library card will be coming soon.

**Adjournment:** With no further matters for discussion D. George moved to adjourn the meeting at 6:48 PM, seconded by J. Melton

  
Jody Melton Secretary

  
Attest: J. Umlauf, President

**CIRCULATION BY HOLDINGS CODE**  
**April 2015**

| ITEM CODE                         | DEMOTTE | RENSSELAER | WHEATFIELD | TOTAL |
|-----------------------------------|---------|------------|------------|-------|
| Award Winner JBIO (DAJBIO)        | 0       | 0          | 0          | 0     |
| Award Winner JE (DAJE)            | 0       | 0          | 0          | 0     |
| Award Winner JFIC (DAJFIC)        | 20      | 4          | 0          | 24    |
| Award Winner JNF (DAJNF)          | 0       | 0          | 0          | 0     |
| Award Winner JPFIC (DAJBPF)       | 0       | 0          | 0          | 0     |
| Award Winning fiction (DAWFIC)    | 0       | 0          | 0          | 0     |
| Award Winning non-fiction (DAWNF) | 0       | 0          | 0          | 0     |
| Award Winner YAFIC (DAYAF)        | 0       | 0          | 0          | 0     |
| Award Winner YAPFIC (DAYPBF)      | 0       | 0          | 0          | 0     |
| Biography (DBIO)                  | 31      | 3          | 2          | 36    |
| Blu-Ray (DBR)                     | 151     | 0          | 1          | 152   |
| Books on CD (DBKCD)               | 227     | 9          | 9          | 245   |
| Books on Tape (DBKT)              | 1       | 0          | 0          | 1     |
| Compact Disc (DCD)                | 284     | 18         | 8          | 310   |
| Digital Audiobooks (DDA)          | 12      | 0          | 0          | 12    |
| DVD (DDVD)                        | 1171    | 37         | 2          | 1210  |
| Equipment (DEQP)                  | 40      | 0          | 0          | 40    |
| See librarian (DERR)              | 0       | 0          | 0          | 0     |
| Express Book (DEXP)               | 19      | 0          | 0          | 19    |
| Fiction (DFIC)                    | 611     | 24         | 17         | 652   |
| Fiction Fantasy (DFICF)           | 5       | 0          | 2          | 7     |
| Fiction Mystery (DFICM)           | 97      | 2          | 8          | 107   |
| Fiction New (DFICNEW)             | 325     | 8          | 3          | 336   |
| Fiction Science Fiction (DFICSF)  | 19      | 1          | 1          | 21    |
| Fiction Western (DFICW)           | 6       | 4          | 0          | 10    |
| Genealogy (DGENE)                 | 0       | 0          | 0          | 0     |
| Genealogy Mag (DGMAG)             | 0       | 0          | 0          | 0     |
| Graphic Novels (DGN)              | 73      | 4          | 0          | 77    |
| Hanging Bags (DHANG)              | 6       | 0          | 0          | 6     |
| ILL (DILL)                        | 49      | 11         | 3          | 63    |
| Internet (DINTER)                 | 782     | 0          | 0          | 782   |
| Juv. Audio book (DJAUDB)          | 10      | 1          | 0          | 11    |
| Juv. Biography (DJBIO)            | 37      | 0          | 1          | 38    |
| Juv. Book on CD (DJBKCD)          | 0       | 0          | 0          | 0     |
| Juv. Book on Tape (DJBKT)         | 0       | 0          | 0          | 0     |
| Juv. Compact Disc (DJCD)          | 27      | 9          | 0          | 36    |
| Juvenile Easy (DJE)               | 442     | 23         | 1          | 466   |
| Juv. Easy Non-fiction (DJENF)     | 86      | 1          | 0          | 87    |
| Juv. Easy Reader (DJER)           | 296     | 1          | 0          | 297   |
| Juv. Fiction (DJFIC)              | 340     | 21         | 8          | 369   |
| Juv. Holiday books (DJHOL)        | 26      | 1          | 0          | 27    |
| Juv. Magazine (DJMAG)             | 15      | 1          | 0          | 16    |
| Juv. Music Cassette (DJMC)        | 0       | 0          | 0          | 0     |
| Juv. Nonfiction (DJNF)            | 319     | 19         | 15         | 353   |
| Juv. Nonfic Text Bk (DJNFTB)      | 0       | 0          | 0          | 0     |
| Juv. Paperback fic (DJPBF)        | 0       | 0          | 0          | 0     |
| Juv. Professional Coll. (DJPRO)   | 0       | 0          | 0          | 0     |
| Juv. Reference (DJREF)            | 1       | 0          | 0          | 1     |
| Juv. Toddler (DJTOD)              | 141     | 0          | 1          | 142   |



|                                 |     |      |    |      |
|---------------------------------|-----|------|----|------|
| Large Print Fiction (DLPF)      | 233 | 5    | 1  | 239  |
| Large Print Nonfic (DLPNF)      | 12  | 2    | 0  | 14   |
| Magazine (DMAG)                 | 496 | 6    | 8  | 510  |
| Music Cassette (DMCAS)          | 0   | 0    | 0  | 0    |
| Nonfiction 000 (DNF000)         | 9   | 2    | 1  | 12   |
| Nonfiction 100 (DNF100)         | 9   | 1    | 2  | 12   |
| Nonfiction 200 (DNF200)         | 27  | 0    | 0  | 27   |
| Nonfiction 300 (DNF300)         | 56  | 4    | 5  | 65   |
| Nonfiction 400 (DNF400)         | 2   | 0    | 0  | 2    |
| Nonfiction 500 (DNF500)         | 25  | 0    | 1  | 26   |
| Nonfiction 600 (DNF600)         | 101 | 10   | 12 | 123  |
| Nonfiction 700 (DNF700)         | 43  | 3    | 0  | 46   |
| Nonfiction 800 (DNF800)         | 9   | 2    | 1  | 12   |
| Nonfiction 900 (DNF900)         | 48  | 6    | 2  | 56   |
| Nonfiction Blu-Ray (DNFBR)      | 4   | 0    | 0  | 4    |
| Nonfiction DVD (DNFDVD)         | 65  | 1    | 0  | 66   |
| Nonfiction (DNFIC)              | 0   | 0    | 0  | 0    |
| Nonfiction New (DNFNEW)         | 81  | 6    | 2  | 89   |
| Nonfiction VHS (DNFVHS)         | 0   | 0    | 0  | 0    |
| Oversize (DOVER)                | 0   | 0    | 0  | 0    |
| Professional Coll. (DPROF)      | 0   | 0    | 0  | 0    |
| Parent Shelf Juv. Fic (DPSJFic) | 0   | 0    | 0  | 0    |
| Parent Shelf Juv. NF (DPSJNF)   | 0   | 0    | 0  | 0    |
| Reference (DREF)                | 0   | 0    | 0  | 0    |
| Ref. Magazine (DRMAG)           | 0   | 0    | 0  | 0    |
| Reference Software (DRSW)       | 0   | 0    | 0  | 0    |
| Spanish Collection (DSPA)       | 7   | 0    | 0  | 7    |
| Software (DSWAR)                | 8   | 0    | 0  | 8    |
| Vertical File (DVF)             | 0   | 0    | 0  | 0    |
| VHS (DVHS)                      | 5   | 0    | 0  | 5    |
| YA Audio book (DYAUDB)          | 2   | 3    | 0  | 5    |
| YA Biography (DYAB)             | 9   | 0    | 0  | 9    |
| YA Books on CD (DYABKCD)        | 0   | 0    | 0  | 0    |
| YA Books on Tape (DYABKT)       | 0   | 0    | 0  | 0    |
| YA Fiction (DYAF)               | 155 | 18   | 10 | 183  |
| YA Music CD (DYACD)             | 0   | 0    | 0  | 0    |
| YA Nonfiction (DYANF)           | 16  | 0    | 0  | 16   |
| YA Paperback Fic (DYAPBF)       | 0   | 0    | 0  | 0    |
| Storage (DZSTO)                 | 9   | 0    | 0  | 9    |
| Award Winner JBIO (RAJBIO)      | 0   | 0    | 0  | 0    |
| Award Winner JE (RAJE)          | 0   | 0    | 0  | 0    |
| Award Winner JFIC (RAJFIC)      | 0   | 0    | 0  | 0    |
| Biography (RBIO)                | 2   | 31   | 1  | 34   |
| Blu-Ray (RBR)                   | 0   | 256  | 0  | 256  |
| Books on CD (RBKCD)             | 6   | 168  | 4  | 178  |
| Books on Tape (RBKT)            | 0   | 0    | 0  | 0    |
| Compact Disc (RCD)              | 9   | 258  | 2  | 269  |
| Digital Audiobooks (RDA)        | 0   | 21   | 1  | 22   |
| DVD (RDVD)                      | 26  | 2894 | 51 | 2971 |
| Equipment (REQP)                | 0   | 22   | 0  | 22   |
| See librarian (RERR)            | 0   | 0    | 0  | 0    |
| Express Book (REXP)             | 0   | 21   | 0  | 21   |
| Fiction (RFIC)                  | 36  | 579  | 15 | 630  |
| Fiction New (RFICNEW)           | 14  | 347  | 10 | 371  |

|                                 |    |      |    |      |
|---------------------------------|----|------|----|------|
| Genealogy (RGENE)               | 0  | 0    | 0  | 0    |
| Genealogy Mag (RGMAG)           | 0  | 0    | 0  | 0    |
| Gen. Milroy Coll (RGMIL)        | 0  | 0    | 0  | 0    |
| Graphic Novels (RGN)            | 2  | 177  | 0  | 179  |
| Hanging Bag (RHANG)             | 0  | 7    | 0  | 7    |
| ILL (RILL)                      | 0  | 78   | 2  | 80   |
| Internet (RINTER)               | 0  | 1188 | 0  | 1188 |
| Juv. Audio book (RJAUDB)        | 2  | 22   | 0  | 24   |
| Juv. Biography (RJBIO)          | 2  | 77   | 2  | 81   |
| Juv. Book on CD (RJBKCD)        | 0  | 0    | 0  | 0    |
| Juv. Book on Tape (RJBKT)       | 0  | 0    | 0  | 0    |
| Juv. Compact Disc (RJCD)        | 0  | 26   | 0  | 26   |
| Juvenile Easy (RJE)             | 2  | 563  | 3  | 568  |
| Juv. Easy Non-fiction (RJENF)   | 0  | 95   | 0  | 95   |
| Juv. Easy Reader (RJER)         | 16 | 266  | 5  | 287  |
| Juv. Fiction (RJFIC)            | 9  | 734  | 11 | 754  |
| Juv. Magazine (RJMAG)           | 0  | 17   | 0  | 17   |
| Juv. Music Cassette (RJMC)      | 0  | 0    | 0  | 0    |
| Juv. Nonfiction (RJNF)          | 3  | 449  | 4  | 456  |
| Juv. Paperback fic (RJPBF)      | 0  | 0    | 0  | 0    |
| Juv. Professional Coll. (RJPRO) | 0  | 1    | 0  | 1    |
| Juv. Reference (RJREF)          | 0  | 0    | 0  | 0    |
| Juv. Toddler (RJ TOD)           | 0  | 114  | 0  | 114  |
| Large Print Fiction (RLPF)      | 27 | 232  | 2  | 261  |
| Large Print Nonfic (RLPNF)      | 2  | 3    | 2  | 7    |
| Magazine (RMAG)                 | 0  | 360  | 0  | 360  |
| Music Cassette (RMCAS)          | 0  | 0    | 0  | 0    |
| Non-Fiction 000 (RNF000)        | 0  | 10   | 5  | 15   |
| Non-Fiction 100 (RNF100)        | 5  | 19   | 0  | 24   |
| Non-Fiction 200 (RNF200)        | 2  | 29   | 1  | 32   |
| Non-Fiction 300 (RNF300)        | 2  | 35   | 1  | 38   |
| Non-Fiction 400 (RNF400)        | 0  | 3    | 0  | 3    |
| Non-Fiction 500 (RNF500)        | 0  | 25   | 1  | 26   |
| Non-Fiction 600 (RNF600)        | 10 | 202  | 19 | 231  |
| Non-Fiction 700 (RNF700)        | 1  | 66   | 0  | 67   |
| Non-Fiction 800 (RNF800)        | 1  | 11   | 1  | 13   |
| Non-Fiction 900 (RNF900)        | 2  | 38   | 1  | 41   |
| Nonfiction Blu-Ray (RNFBFR)     | 0  | 3    | 0  | 3    |
| Nonfiction DVD (RNFDVD)         | 1  | 207  | 5  | 213  |
| Nonfiction (RNFIC)              | 0  | 0    | 0  | 0    |
| Nonfiction new (RNFNEW)         | 16 | 176  | 3  | 195  |
| Nonfiction VHS (RNFVHS)         | 0  | 0    | 0  | 0    |
| Oversize (ROVER)                | 0  | 1    | 0  | 1    |
| Professional Coll. (RPRO)       | 0  | 2    | 0  | 2    |
| Reference (REF)                 | 0  | 0    | 0  | 0    |
| Reference Business (RREFB)      | 0  | 0    | 0  | 0    |
| Ref. Magazine (RRMAG)           | 0  | 0    | 0  | 0    |
| Ready Reference (RRR)           | 0  | 0    | 0  | 0    |
| Reference Software (RRSW)       | 0  | 0    | 0  | 0    |
| Spanish Collection (RSPA)       | 0  | 1    | 0  | 1    |
| Software (RSWAR)                | 0  | 10   | 0  | 10   |
| Vertical File (RVF)             | 0  | 1    | 0  | 1    |
| VHS (RVHS)                      | 0  | 0    | 0  | 0    |
| YA Audio book (RYAUDB)          | 0  | 13   | 0  | 13   |
| YA Biography (RYAB)             | 0  | 2    | 0  | 2    |

|                                  |    |     |      |      |
|----------------------------------|----|-----|------|------|
| YA Books on CD (RYABKCD)         | 0  | 0   | 0    | 0    |
| YA Books on Tape (RYABKT)        | 0  | 0   | 0    | 0    |
| YA Fiction (RYAF)                | 4  | 177 | 5    | 186  |
| YA Music CD (RYACD)              | 0  | 35  | 0    | 35   |
| YA Nonfiction (RYANF)            | 0  | 6   | 1    | 7    |
| YA Paperback Fic (RYAPBF)        | 0  | 0   | 0    | 0    |
| Storage (RZSTO)                  | 0  | 3   | 0    | 3    |
| Award Winner JE (WAJE)           | 0  | 0   | 0    | 0    |
| Biography (WBIO)                 | 2  | 0   | 9    | 11   |
| Blu-Ray (WBR)                    | 0  | 1   | 151  | 152  |
| Books on CD (WBKCD)              | 8  | 13  | 126  | 147  |
| Books on Tape (WBKT)             | 4  | 0   | 0    | 4    |
| Compact Disc (WCD)               | 7  | 5   | 281  | 293  |
| Digital Audiobooks (WDA)         | 0  | 0   | 11   | 11   |
| DVD (WDVD)                       | 10 | 25  | 1700 | 1735 |
| Equipment (WEQP)                 | 0  | 0   | 12   | 12   |
| See librarian (WERR)             | 0  | 0   | 0    | 0    |
| Express Book (WEXP)              | 0  | 0   | 16   | 16   |
| Fiction (WFIC)                   | 37 | 33  | 211  | 281  |
| Fiction Fantasy (WFICF)          | 0  | 2   | 8    | 10   |
| Fiction Mystery (WFICM)          | 5  | 8   | 44   | 57   |
| Fiction New (WFICNEW)            | 16 | 16  | 303  | 335  |
| Fiction Science Fiction (WFICSF) | 0  | 1   | 5    | 6    |
| Fiction Western (WFICW)          | 0  | 0   | 5    | 5    |
| Genealogy (WGENE)                | 0  | 0   | 0    | 0    |
| Genealogy Mag (WGMAG)            | 0  | 0   | 0    | 0    |
| Graphic Novels (WGN)             | 3  | 2   | 23   | 28   |
| Hanging Bags (WHANG)             | 0  | 0   | 16   | 16   |
| ILL (WILL)                       | 0  | 1   | 40   | 41   |
| Internet (WINTER)                | 0  | 0   | 483  | 483  |
| Juv. Audio book (WJAUDB)         | 2  | 0   | 13   | 15   |
| Juv. Biography (WJBIO)           | 1  | 1   | 7    | 9    |
| Juv. Book on CD (WJBKCD)         | 0  | 0   | 0    | 0    |
| Juv. Book on Tape (WJBKT)        | 0  | 0   | 0    | 0    |
| Juv. Compact Disc (WJCD)         | 3  | 1   | 9    | 13   |
| Juvenile Easy (WJE)              | 8  | 9   | 390  | 407  |
| Juv. Easy Non-fiction (WJENF)    | 0  | 2   | 23   | 25   |
| Juv. Easy Reader (WJER)          | 6  | 2   | 333  | 341  |
| Juv. Fiction (WJFIC)             | 26 | 25  | 365  | 416  |
| Juv. Magazine (WJMAG)            | 0  | 0   | 18   | 18   |
| Juv. Music Cassette (WJMC)       | 0  | 0   | 0    | 0    |
| Juv. Nonfiction (WJNF)           | 3  | 22  | 199  | 224  |
| Juv. Paperback fic (WJPBF)       | 0  | 0   | 0    | 0    |
| Juv. Professional Coll. (WJPRO)  | 0  | 0   | 0    | 0    |
| Juv. Reference (WJREF)           | 0  | 0   | 0    | 0    |
| Juv. Toddler (WJTOD)             | 3  | 2   | 94   | 99   |
| Large Print Fiction (WLPF)       | 18 | 9   | 127  | 154  |
| Large Print Nonfic (WLPNF)       | 2  | 0   | 6    | 8    |
| Magazine (WMAG)                  | 4  | 0   | 281  | 285  |
| Non-Fiction 000 (WNF000)         | 0  | 2   | 1    | 3    |
| Non-Fiction 100 (WNF100)         | 0  | 0   | 0    | 0    |
| Non-Fiction 200 (WNF200)         | 4  | 1   | 9    | 14   |
| Non-Fiction 300 (WNF300)         | 3  | 0   | 15   | 18   |
| Non-Fiction 400 (WNF400)         | 0  | 1   | 0    | 1    |

|                               |      |       |      |       |
|-------------------------------|------|-------|------|-------|
| Non-Fiction 500 (WNF500)      | 0    | 2     | 10   | 12    |
| Non-Fiction 600 (WNF600)      | 6    | 6     | 100  | 112   |
| Non-Fiction 700 (WNF700)      | 2    | 1     | 11   | 14    |
| Non-Fiction 800 (WNF800)      | 0    | 1     | 0    | 1     |
| Non-Fiction 900 (WNF900)      | 5    | 1     | 29   | 35    |
| Nonfiction Blu-Ray (WNFBR)    | 0    | 0     | 0    | 0     |
| Nonfiction DVD (WNFDVD)       | 4    | 2     | 108  | 114   |
| Nonfiction (WNFIC)            | 0    | 0     | 0    | 0     |
| Nonfiction New (WNFNEW)       | 10   | 7     | 66   | 83    |
| Nonfiction VHS (WNFVHS)       | 0    | 0     | 0    | 0     |
| Professional Coll. (WPROF)    | 0    | 0     | 0    | 0     |
| Parent Shelf Juv. Fic (WPJF)  | 0    | 0     | 0    | 0     |
| Parent Shelf Juv. NF (WPSJNF) | 0    | 0     | 0    | 0     |
| Reference (WREF)              | 0    | 0     | 0    | 0     |
| Ref. Magazine (WRMAG)         | 0    | 0     | 0    | 0     |
| Reference Software (WRSWAR)   | 0    | 0     | 0    | 0     |
| Spanish Collection (WSPA)     | 0    | 0     | 0    | 0     |
| Software (WSWAR)              | 0    | 0     | 6    | 6     |
| Vertical File (WVF)           | 0    | 0     | 0    | 0     |
| VHS (WVHS)                    | 0    | 0     | 22   | 22    |
| YA Audio book (WYAUDB)        | 0    | 0     | 2    | 2     |
| YA Biography (WYAB)           | 0    | 2     | 1    | 3     |
| YA Books on CD (WYABKCD)      | 0    | 1     | 2    | 3     |
| YA Books on Tape (WYABKT)     | 0    | 0     | 0    | 0     |
| YA Fiction (WYAF)             | 15   | 17    | 240  | 272   |
| YA Music CD (WYACD)           | 0    | 0     | 0    | 0     |
| YA Nonfiction (WYANF)         | 0    | 2     | 8    | 10    |
| YA Paperback Fic (WYAPBF)     | 0    | 0     | 0    | 0     |
| Storage (WZSTO)               | 0    | 0     | 0    | 0     |
| TOTAL                         | 7519 | 10578 | 6224 | 24321 |

**CIRCULATION BY HOLDINGS CODE**  
**April 2015**

| ITEM CODE                         | DEMOTTE | RENSSELAER | WHEATFIELD | TOTAL |
|-----------------------------------|---------|------------|------------|-------|
| Award Winner JBIO (AJBIO)         | 0       | 0          | 0          | 0     |
| Award Winner JE (AJE)             | 0       | 0          | 0          | 0     |
| Award Winner JFIC (AJFIC)         | 20      | 4          | 0          | 24    |
| Award Winner JNF (AJNF)           | 0       | 0          | 0          | 0     |
| Award Winner JPFIC (AJPF)         | 0       | 0          | 0          | 0     |
| Award Winning fiction (AWFIC)     | 0       | 0          | 0          | 0     |
| Award Winning non-fiction (AWNFI) | 0       | 0          | 0          | 0     |
| Award Winner YAFIC (AYAF)         | 0       | 0          | 0          | 0     |
| Award Winner YAPFIC (YAYPBF)      | 0       | 0          | 0          | 0     |
| Biography (BIO)                   | 35      | 34         | 12         | 81    |
| Blu-Ray (BR)                      | 155     | 260        | 152        | 567   |
| Books on CD (BKCD)                | 241     | 190        | 139        | 570   |
| Books on Tape (BKT)               | 5       | 0          | 0          | 5     |
| Compact Disc (CD)                 | 300     | 281        | 291        | 872   |
| Digital Audiobooks (DA)           | 12      | 21         | 12         | 45    |
| DVD (DVD)                         | 1207    | 2956       | 1753       | 5916  |
| Equipment (EQP)                   | 40      | 22         | 12         | 74    |
| See librarian (ERR)               | 0       | 0          | 0          | 0     |

|                                 |     |      |     |      |
|---------------------------------|-----|------|-----|------|
| Express Book (EXP)              | 19  | 21   | 16  | 56   |
| Fiction (FIC)                   | 684 | 636  | 243 | 1563 |
| Fiction Fantasy (FICF)          | 5   | 2    | 10  | 17   |
| Fiction Mystery (FICM)          | 102 | 10   | 52  | 164  |
| Fiction New (FICNEW)            | 355 | 371  | 316 | 1042 |
| Fiction Science Fiction (FICSF) | 19  | 2    | 6   | 27   |
| Fiction Western (FICW)          | 6   | 4    | 5   | 15   |
| Genealogy (GENE)                | 0   | 0    | 0   | 0    |
| Genealogy Mag (GMAG)            | 0   | 0    | 0   | 0    |
| Gen. Milroy Coll (GMIL)         | 0   | 0    | 0   | 0    |
| Graphic Novels (GN)             | 78  | 183  | 23  | 284  |
| Hanging Bags (HANG)             | 6   | 7    | 16  | 29   |
| ILL (ILL)                       | 49  | 90   | 45  | 184  |
| Internet (INTR)                 | 782 | 1188 | 483 | 2453 |
| Juv. Audio book (JAUDB)         | 14  | 23   | 13  | 50   |
| Juv. Biography (JBIO)           | 40  | 78   | 10  | 128  |
| Juv. Book on CD (JBCD)          | 0   | 0    | 0   | 0    |
| Juv. Book on Tape (JBKT)        | 0   | 0    | 0   | 0    |
| Juv. Compact Disc (JCD)         | 30  | 36   | 9   | 75   |
| Juvenile Easy (JE)              | 452 | 595  | 394 | 1441 |
| Juv. Easy Non-Fiction (JENF)    | 86  | 98   | 23  | 207  |
| Juv. Easy Reader (JER)          | 318 | 269  | 338 | 925  |
| Juv. Fiction (JFIC)             | 375 | 780  | 384 | 1539 |
| Juv. Holiday (JHOL)             | 26  | 1    | 0   | 27   |
| Juv. Magazine (JMAG)            | 15  | 18   | 18  | 51   |
| Juv. Music Cassette (JMC)       | 0   | 0    | 0   | 0    |
| Juv. Nonfiction (JNF)           | 325 | 490  | 218 | 1033 |
| Juv. Nonfic Text Bk (JNFT)      | 0   | 0    | 0   | 0    |
| Juv. Paperback fic (JPBF)       | 0   | 0    | 0   | 0    |
| Juv. Professional Coll. (JPRO)  | 0   | 1    | 0   | 1    |
| Juv. Reference (JREF)           | 1   | 0    | 0   | 1    |
| Juv. Toddler (JTOD)             | 144 | 116  | 95  | 355  |
| Large Print Fiction (LPF)       | 278 | 246  | 130 | 654  |
| Large Print Nonfic (LPNF)       | 16  | 5    | 8   | 29   |
| Magazine (MAG)                  | 500 | 366  | 289 | 1155 |
| Music Cassette (MCAS)           | 0   | 0    | 0   | 0    |
| Non-Fiction 000 (NF000)         | 9   | 14   | 7   | 30   |
| Non-Fiction 100 (NF100)         | 14  | 20   | 2   | 36   |
| Non-Fiction 200 (NF200)         | 33  | 30   | 10  | 73   |
| Non-Fiction 300 (NF300)         | 61  | 39   | 21  | 121  |
| Non-Fiction 400 (NF400)         | 2   | 4    | 0   | 6    |
| Non-Fiction 500 (NF500)         | 25  | 27   | 12  | 64   |
| Non-Fiction 600 (NF600)         | 117 | 218  | 131 | 466  |
| Non-Fiction 700 (NF700)         | 46  | 70   | 11  | 127  |
| Non-Fiction 800 (NF800)         | 10  | 14   | 2   | 26   |
| Non-Fiction 900 (NF900)         | 55  | 45   | 32  | 132  |
| Non-Fiction Blu-Ray (NFBR)      | 0   | 0    | 0   | 0    |
| Non-Fiction DVD (NFDVD)         | 70  | 210  | 113 | 393  |
| Nonfiction (NFIC)               | 0   | 0    | 0   | 0    |
| Nonfiction New (NFNEW)          | 107 | 189  | 71  | 367  |
| Nonfiction VHS (NFVH)           | 0   | 0    | 0   | 0    |
| Oversize (OVER)                 | 0   | 1    | 0   | 1    |
| Professional Coll. (PROF)       | 0   | 2    | 0   | 2    |
| Parent Shelf Juv. Fic (PJF)     | 0   | 0    | 0   | 0    |
| Parent Shelf Juv. NF (PSJNF)    | 0   | 0    | 0   | 0    |

|                            |      |       |      |       |
|----------------------------|------|-------|------|-------|
| Reference (REF)            | 51   | 76    | 61   | 188   |
| Reference Business (REFB)  | 0    | 0     | 0    | 0     |
| Ref. Magazine (RMAG)       | 0    | 0     | 0    | 0     |
| Ready Reference (RRR)      | 0    | 0     | 0    | 0     |
| Reference Software (RSWAR) | 0    | 0     | 0    | 0     |
| Spanish Collection (SPA)   | 7    | 1     | 0    | 8     |
| Software (SWAR)            | 8    | 10    | 6    | 24    |
| Vertical File (VF)         | 0    | 1     | 0    | 1     |
| VHS                        | 5    | 0     | 22   | 27    |
| YA Audio book (YAADB)      | 2    | 16    | 2    | 20    |
| YA Biography (YAB)         | 9    | 4     | 1    | 14    |
| YA Books on CD (YABKCD)    | 0    | 1     | 2    | 3     |
| YA Books on Tape (YABKT)   | 0    | 0     | 0    | 0     |
| YA Fiction (YAF)           | 174  | 212   | 255  | 641   |
| YA Music CD (YACD)         | 0    | 35    | 0    | 35    |
| YA Nonfiction (YANF)       | 16   | 8     | 9    | 33    |
| YA Paperback Fic (YAPBF)   | 0    | 0     | 0    | 0     |
| Storage (ZSTO)             | 9    | 3     | 0    | 12    |
|                            |      |       |      | 0     |
| Free reads                 | 886  | 315   | 77   | 1278  |
| Games/Puzzles              | 10   | 16    | 0    | 26    |
| Talking books              | 0    | 0     | 0    | 0     |
| Assignment Shelf Books     | 0    | 0     | 0    | 0     |
| TOTAL                      | 8466 | 10985 | 6362 | 25813 |

|                                      | DeMotte | Rensselaer | Wheatfield |       |
|--------------------------------------|---------|------------|------------|-------|
| <b>ADULT BOOKS</b>                   |         |            |            |       |
| Fiction                              | 2363    | 1610       | 855        | 4828  |
| Nonfiction                           | 637     | 879        | 425        | 1941  |
| <b>CHILDREN'S BOOKS</b>              |         |            |            |       |
| Fiction                              | 1309    | 1764       | 1211       | 4284  |
| Nonfiction                           | 478     | 668        | 251        | 1397  |
| <b>YA BOOKS</b>                      |         |            |            |       |
| Fiction                              | 252     | 395        | 278        | 925   |
| Nonfiction                           | 25      | 12         | 10         | 47    |
| Magazines, Adult                     | 500     | 366        | 289        | 1155  |
| Magazines, Children                  | 15      | 18         | 18         | 51    |
| Sound Recordings, adult              | 560     | 509        | 446        | 1515  |
| Sound Recordings, ch                 | 50      | 101        | 38         | 189   |
| Online databases                     | 0       | 0          | 0          | 0     |
| Software                             | 8       | 10         | 6          | 24    |
| Vertical file                        | 0       | 1          | 0          | 1     |
| VHS/DVD/Blu-Ray                      | 1437    | 3426       | 2040       | 6903  |
| Equipment                            | 40      | 22         | 12         | 74    |
| Total                                | 7674    | 9781       | 5879       | 23334 |
| <b>A-V Circulation</b>               | 2055    | 4046       | 2530       | 8631  |
| <b>A-V Circulation as % of total</b> | 26.8%   | 41.4%      | 43.0%      | 37.0% |

**April 2015**

[illegible]

| END OF MONTH:                 | DEMOTTE | RENSSELAER | WHEATFIELD |
|-------------------------------|---------|------------|------------|
| Total Materials Owned         | 76,541  | 73,942     | 56,592     |
| Circulation Increase/Decrease | -3.2%   | 6.6%       | 5.8%       |

| MONTHLY SYSTEM STATISTICS   | 2014   | 2015   | % change |
|-----------------------------|--------|--------|----------|
| Current month's Circulation | 22,662 | 23,334 | 3.0%     |
| Jan. to date circulation    | 84,872 | 91,627 | 8.0%     |





# JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

## April 2015

R5

|                                    | DeMotte |      | Rensselaer |      | Wheatfield |      | TOTAL | HOURS SPENT |
|------------------------------------|---------|------|------------|------|------------|------|-------|-------------|
|                                    |         | Hrs. |            | Hrs. |            | Hrs. |       |             |
| INTRALIBRARY LOANS FILLED          | 162     | 35   | 201        | 44   | 282        | 61   | 645   | 140         |
| LOCAL HISTORY                      |         |      |            |      |            |      |       |             |
| In person                          | 5       | 1    | 5          | 1    | 0          | 0    | 10    | 3           |
| Letters written                    | 2       | 2    | 6          | 6    | 0          | 0    | 8     | 8           |
| IN-HOUSE USE - HARDWARE/SOFTWARE   |         |      |            |      |            |      |       |             |
| Internet use-Wired                 | 782     | 33   | 1188       | 50   | 483        | 20   | 2453  | 102         |
| Internet use-Wireless              | 2240    |      | 3690       |      | 870        |      | 6800  |             |
| Computer software used             | 165     | 14   | 215        | 18   | 95         | 8    | 475   | 40          |
| VCR Use                            | 0       | 0    | 0          | 0    | 6          | 1    | 6     | 1           |
| Microforms                         | 15      | 2    | 32         | 4    | 0          | 0    | 47    | 6           |
| CD ROM/Online databases            | 138     | 12   | 197        | 16   | 63         | 5    | 398   | 33          |
| Typewriter use                     | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0           |
| Other equipment used               | 4       | 1    | 14         | 5    | 0          | 0    | 18    | 6           |
| OTHER LIBRARY SERVICES USED        |         |      |            |      |            |      |       |             |
| One-on-One Instruction             | 6       |      | 9          |      | 4          |      | 19    |             |
| Outreach activities                | 77      | 77   | 20         | 13   | 0          | 0    | 97    | 65          |
| Notarized documents                | 13      | 3    | 7          | 2    | 1          | 0    | 21    | 5           |
| Meeting Room Use (no. of group     | 38      | 13   | 55         | 18   | 31         | 10   | 124   | 41          |
| Study room use                     | 29      | 2    | 48         | 4    | 32         | 3    | 109   | 9           |
| Proctoring                         | 2       | 1    | 3          | 2    | 0          | 0    | 5     | 3           |
| Tax Forms distributed              | 16      | 0    | 27         | 0    | 0          | 0    | 43    | 0           |
| Pull Requests                      | 0       | 0    | 10         | 10   | 0          | 0    | 10    | 60          |
| E-books downloaded                 |         |      |            |      |            |      | 1010  |             |
| IN-HOUSE USE ITEMS                 | 143     |      | 409        |      | 117        |      | 669   |             |
| SELF-CHECKOUT USE                  | 234     |      | 911        |      | 313        |      | 1458  |             |
| INTERLIBRARY LOANS                 |         |      |            |      |            |      |       |             |
| Requests made for:                 | 77      | 19   | 91         | 23   | 62         | 16   | 230   | 58          |
| Items rec'd for:                   | 51      | 26   | 76         | 38   | 61         | 31   | 188   | 94          |
| Items requested by other libraries | 0       |      | 0          |      | 0          |      | 0     |             |
| Items supplied to other libraries  | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0           |

### REGISTRATIONS

|                             |      |      |      |       |
|-----------------------------|------|------|------|-------|
| Total Borrowers             | 8030 | 8391 | 4945 | 21366 |
| Non-resident, paying        | 1    | 0    | 0    | 1     |
| PLAC card users             | 0    | 3    | 1    | 4     |
| Reciprocal borrowers        | 326  | 520  | 134  | 980   |
| Number of New Patrons Added | 38   | 41   | 28   |       |

### PROGRAMS

| DeMotte | Rensselaer | Wheatfield | TOTAL | HOURS SPENT |
|---------|------------|------------|-------|-------------|
| Hrs.    | Hrs.       | Hrs.       |       |             |

|                                            |            |            |            |            |            |            |            |            |
|--------------------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|
| <b>Programs for all ages</b>               | 1          | 6          | 2          | 12         | 0          | 0          | 3          | 18         |
| <b>Children's Programs (0-13)</b>          | 9          | 54         | 14         | 84         | 10         | 60         | 33         | 198        |
| <b>Number attending</b>                    | 119        |            | 188        |            | 199        |            | 506        |            |
| <b>YA Programs (14-17)</b>                 | 2          | 12         | 1          | 6          | 1          | 6          | 4          | 24         |
| <b>Number attending</b>                    | 21         |            | 10         |            | 8          |            | 39         |            |
| <b>Adult Programs</b>                      | 3          | 18         | 5          | 30         | 1          | 6          | 9          | 54         |
| <b>Number attending</b>                    | 105        |            | 61         |            | 29         |            | 195        |            |
| <b>Senior Citizen Programs</b>             | 11         | 66         | 4          | 24         | 6          | 36         | 21         | 126        |
| <b>Number attending</b>                    | 104        |            | 23         |            | 26         |            | 153        |            |
| <b>Total Number of Programs</b>            | <b>26</b>  | <b>156</b> | <b>26</b>  | <b>156</b> | <b>18</b>  | <b>108</b> | <b>70</b>  | <b>420</b> |
| <b>Total Persons Attending</b>             | <b>349</b> |            | <b>282</b> |            | <b>262</b> |            | <b>893</b> |            |
| <b>Total Attending Same Month Last Yr.</b> | 513        |            | 374        |            | 240        |            | 1127       |            |
| <b>Total Staff Hours Spent</b>             |            | 397        |            | 410        |            | 262        | 1069       | 1093       |
| <b>Total Number of In-House Program</b>    | <b>19</b>  |            | <b>24</b>  |            | <b>14</b>  |            | <b>57</b>  |            |
| <b>Total Attendance</b>                    | <b>257</b> |            | <b>178</b> |            | <b>75</b>  |            | <b>510</b> |            |
| <b>Total Number of Outreach Program</b>    | <b>7</b>   |            | <b>2</b>   |            | <b>4</b>   |            | <b>13</b>  |            |
| <b>Total Attendance</b>                    | <b>92</b>  |            | <b>104</b> |            | <b>187</b> |            | <b>383</b> |            |

### CIRCULATION BY PATRON CODE

| PATRONS                                | DeMotte         |               | Rensselaer      |               | Wheatfield      |               | ALL LIBRARIES   |               |
|----------------------------------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|
|                                        | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total |
| Adult                                  | 5765            | 75.5%         | 6507            | 67.0%         | 4019            | 69.1%         | 16291           | 70.4%         |
| Corporate                              | 1               | 0.0%          | 60              | 0.6%          | 11              | 0.2%          | 72              | 0.3%          |
| Juvenile 0-11                          | 23              | 0.3%          | 313             | 3.2%          | 40              | 0.7%          | 376             | 1.6%          |
| Juvenile-AV                            | 735             | 9.6%          | 1034            | 10.7%         | 681             | 11.7%         | 2450            | 10.6%         |
| Nonresident No Fee                     | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| Nonresident Fee                        | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| PLAC (state library card)              | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| Reciprocal Adult                       | 177             | 2.3%          | 604             | 6.2%          | 152             | 2.6%          | 933             | 4.0%          |
| Reciprocal Juvenile                    | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| Reciprocal Juvenile AV                 | 0               | 0.0%          | 31              | 0.3%          | 0               | 0.0%          | 31              | 0.1%          |
| Reciprocal YA                          | 2               | 0.0%          | 8               | 0.1%          | 4               | 0.1%          | 14              | 0.1%          |
| Reciprocal YA AV                       | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| School                                 | 0               | 0.0%          | 1               | 0.0%          | 0               | 0.0%          | 1               | 0.0%          |
| School AV                              | 0               | 0.0%          | 14              | 0.1%          | 0               | 0.0%          | 14              | 0.1%          |
| St. Joseph College                     | 0               | 0.0%          | 96              | 1.0%          | 1               | 0.0%          | 97              | 0.4%          |
| Staff                                  | 625             | 8.2%          | 552             | 5.7%          | 598             | 10.3%         | 1775            | 7.7%          |
| Walking books                          | 117             | 1.5%          | 122             | 1.3%          | 0               | 0.0%          | 239             | 1.0%          |
| YA 12-17                               | 27              | 0.4%          | 33              | 0.3%          | 0               | 0.0%          | 60              | 3.5%          |
| YA-AV                                  | 161             | 2.1%          | 330             | 3.4%          | 312             | 5.4%          | 803             | 3.5%          |
| <b>Total</b>                           | <b>7633</b>     |               | <b>9705</b>     |               | <b>5818</b>     |               | <b>23156</b>    |               |
| <br>All items borrowed by nonresidents | <br>179         | <br>2.3%      | <br>754         | <br>7.8%      | <br>157         | <br>2.7%      | <br>1090        | <br>4.7%      |

**Salary Ordinance 2015  
Updated 5/11/15**

| Name                | Classification | Hrly Wage | Start Date | Hrs Worked | Library |
|---------------------|----------------|-----------|------------|------------|---------|
| Kari Lentino        | Page           | \$7.25    | 4/20/15    | 10         | R       |
| Daniel van Blaircom | Maintenance    | \$13.13   | 5/4/15     | 12         | R       |

We have hired Kari Lentino as Rensselaer Page, replacing Jan Edwardson who was promoted to Clerk. We have hired Daniel van Blaircom as Rensselaer Maintenance, replacing Jeremy Troike who no longer works for the library.

We have examined and approved the changes to the 2015 Jasper County Public Library Salary Ordinance. Dated 5/11/15.

Mr. H. F.  
Michelle Harper  
Jody Melton  
Janet Amelang

Deana K. George  
Timothy M. Scheetz  
Natalie A. Waling

## Director's Report April 2015

### Consent Agenda

You will be approving the minutes of the April board meeting, bills, and financial reports.

**2015 Salary Ordinance:** There are updates to the salary ordinance this month. Please see R 7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

### General Business

DeMotte Library Future Plans: At our April meeting you learned that Ed Dumas and I met with Jim Staton, the owner of the property that the library is considering for purchase. Ed presented a Purchase Agreement that was created through discussions with Jim. The most that the Library is able to pay for the property is \$126,500. This is the average of the two appraisals that were done. Jim has agreed on a purchase price of \$117,500 which is \$9000 below the appraised value. Jim would like for this to be considered a donation for tax purposes. The purchase agreement requires \$10,000 earnest money be due upon signing of the agreement. The first payment of approximately \$78,000 would be due July 15, 2015 after the Library has received its spring tax draw. This first payment will allow Jim to pay off the mortgage on the property. The Library would gain occupancy rights and the deed at this time. The Library would also take over insuring the property and maintenance on the property at this time. The final payment of approximately \$29,500 would be due on January 15, 2016. P. Stringfellow explained that finances are available to make this purchase as presented. J. Melton moved that the Board direct P. Stringfellow and Ed Dumas to move forward with the purchase agreement as currently written, seconded by M. Heinig. Motion passed unanimously. We have moved forward with the purchase agreement as directed. Ed and I will update you at our May meeting.

Digitizing Yearbooks: In 2013 we contacted area schools inquiring if they would object to our scanning/digitizing yearbooks for archival purposes. At that time we explained that we planned to do this work in-house. Rensselaer Schools found this arrangement agreeable as did Covenant Christian and KV Schools. At about the time we were in conversation with these schools, we learned about Oklahoma Correctional Industries (OCI). OCI offers a free digitization project to public and school libraries around the nation. They digitize yearbooks. In a nutshell, we can ship our yearbooks to OCI who would scan them and return them to us in the same condition that they were sent. We would receive a set of DVDs containing the digital images of each yearbook which would provide patron access to this digital content using something like Picasa or Google Drive (this portion of the project is still being discussed as the best way is evaluated). Having OCI do the digitizing would save us an inordinate amount of staff time. We didn't want to jump on the OCI bandwagon at the front end. We decided to wait a bit. At this time approximately 77 libraries in Indiana have used OCI's services

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and results have been good. We are ready to move with OCI, pending board approval of course. We are seeking board approval to send our yearbooks to OCI in August or September of this year for digitizing. A board vote is required.

Director Salary 2016: As per Board and Administration Monthly Tasks, Director salary for 2016 is determined in open session.

### **Director's Report**

There are no policies to review this month.

Our General Milroy Collection is a unique collection of Civil War-related correspondence and artifacts. We are honored to be stewards of this unique collection and do our best to preserve and maintain this collection for our community and future generations. Last August I explained to you that we had the opportunity to take two of our artifacts, a Valentine's Day Card and a Map of the Battlefield of the Cedars, Tennessee, to the Indiana State Library for some much needed conservation work. Emily Duran, Genealogy Specialist, presented these two artifacts to the Board at our August meeting and explained the importance and rarity of these items. The Valentine's Day Card was done for General Milroy by a local in the South during the War. As far as we know, this is the only copy in existence. The map of the Battlefield of the Cedars, Tennessee is, as far as we know, also one of a kind. At that time it was folded up and was in such fragile condition that it could not be unfolded. The Indiana State Library added a new lab for the conservation of paper and books in 2014, and Rebecca Shindel, Conservator for the State Library, was willing to do some conservation work on these two artifacts for free. The Board gave permission for these two artifacts to be hand delivered to the Indiana State Library for restoration. We received the Battle of the Cedars Map and the Milroy Valentine back from the State Library in late April. Our map has been encapsulated, dehumidified, and pressed. Our valentine underwent some preservation. They removed two layers of backing and adhesive that were causing deterioration and burning of the paper. We are waiting for the final report from the state library that will also offer suggestions for framing and temporary display. We are so pleased with this work that the State Library has done for us.

We received word that based upon responses in our 2014 Public Library Annual Report, the Indiana Library and Historical board has determined that we have met the Indiana Public Library Standards for 2014.

Linda Poortenga, Evie, Debbie, Becky, and I traveled to the Wells County Public Library and the Nappanee Public Library in late April to check on BISAC shelving systems and Maker Spaces. As we embark on our new Long Range Plan we remember that our community expressed a need for an interactive environment (Maker Spaces) and access to latest and current information and entertainment (BISAC is a way to help with access.). We enjoyed this field trip as we envisioned what might be possible and also spent some good quality time together, both very important!



On May 21 children who attend Rensselaer Library's Third Thursday Program will help to create a beautiful butterfly garden in the library's flower bed on the west side of the library. This bed located just outside a west window will contain butterfly friendly plants – butterfly bush, coreopsis, cone flowers, marigolds, zinnias, and transplanted milkweed. The goal is to attract butterflies and caterpillars and create a bed that children and adults can enjoy by looking out the library window. Children will also make a small planter of their own to take home.

For National Library Week we celebrated with a coloring contest for children and daily prize drawings for randomly selected patrons. The Marketing Committee did a great job preparing for this celebratory week that promoted libraries across the country.

In February I received an email from Katie Morrison, Arts Education and Regional Services Director at the Tippecanoe Arts Federation in Lafayette, Indiana. At that time her organization was seeking grant panelists from the 14 counties they serve as Regional Art Partner IV to the Indiana Arts Commission. She was seeking a representative from Jasper County to serve on their FY16 Regional Initiative Grant panel and invited me to be that representative. She felt it was extremely important to have library representation on this panel, as many of their Arts Project Support grant applicants are themselves libraries. She further explained that librarians know the nature of public work, the value of education and culture, and libraries often serve as community centers in rural Indiana areas and remarked that the Jasper County Public Library system is an excellent example of this. How could I say no? I did sit on this panel and found the work interesting and valuable as I learned a lot about art-related projects in the Greater Lafayette area and met other leaders from nearby counties. It was my pleasure to serve on the panel.

### **Wheatfield Library News**

Evie and her staff spent some time on collection maintenance in April – moving the music CDs to allow for more shelving for DVDs, repairing books and scratched DVDs/Cds, withdrawing many of the remaining VHS and computer software, and withdrawing or changing the shelf status/location of some reference titles.

Rachael was present for Kindergarten Round-Up at Wheatfield Elementary. She has been busy finalizing Summer Reading plans with performers, scheduling school visits, and prizes.

### **System Administrator News**

Sheila viewed two webinars in April – How to Find Free (and Legal to Use) Images and Media Online and What's New at ENA?

Sheila reports, "We completed our Wheatfield fiber install. Yahoo! With all of the changes we've had in the last 2 years with new server setup, new wireless devices, and fiber installation, my network documentation was out of date. I updated the equipment diagrams, network diagrams, Call List, and Functions of Servers List."

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### **Technical Services News**

TLC Updated us to the latest version of Oracle (Version 37).

Becky attended a Social Committee and Librarians Council meeting this month and enjoyed the field trip to see a non-Dewey library and a maker space.

### **DeMotte Library News**

Debbie reports, "Our new Youth Services Specialist began April 20<sup>th</sup>. Rachel has already become a vital part of the team here at DeMotte. Rachel states: "The past two weeks have been THE MOST FUN, I have thoroughly enjoyed myself, every day is filled to the brim, and I missed the library so much on my day off". Rachel has begun to decorate her office to make it her own. She is focusing on planning for summer reading and wants that finalized and all in line very soon. Rachel has brought a library pet, a beta fish, in to her office and is having a contest among the staff to name him. Rachel also states: "still settling in to my duties, there are so many things that I want to accomplish right away, but I am taking it one step and one day at a time".

Debbie continues, "This month's lobby display case is the work of the First Friday group. The members of the group traced their own footprints and added examples to explain how much water is needed to make different items we use every day (in celebration of earth day)."

### **Rensselaer Library News**

Children's Librarian, Janice, reports, "April was a busy month with Poetry and Earth Day activities happening throughout the library. Our Earth Day program at the park was an overwhelming success. At one time we had two picnic tables full of kids doing our bottle cap craft. One of their creations is being displayed in the library and each child took home something they made"

The trees and flowers have been particularly beautiful as they bloom this spring.

***Please contact me if you are unable to attend the May board meeting or if you have any questions about material in your packet.-Patty***

## JCPL FINANCIAL STATEMENT

April 30, 2015

|                                         | <u>Beginning<br/>2015<br/>Balance</u> | <u>Current<br/>Month<br/>Disbursements</u> | <u>Y-T-D<br/>Disbursements</u> | <u>Current<br/>Month<br/>Receipts</u> | <u>Y-T-D<br/>Receipts</u> | <u>Ending<br/>Balance</u> |
|-----------------------------------------|---------------------------------------|--------------------------------------------|--------------------------------|---------------------------------------|---------------------------|---------------------------|
| Operating Fund                          | \$623,237.03                          | \$194,302.77                               | \$674,791.35                   | \$133,575.40                          | \$331,769.39              | \$280,215.07              |
| Public Library Access Card Fund         | \$50.00                               | \$0.00                                     | \$50.00                        | \$0.00                                | \$0.00                    | \$0.00                    |
| Gift Fund                               | \$9,969.20                            | \$734.51                                   | \$2,431.60                     | \$1,861.73                            | \$4,172.59                | \$11,710.19               |
| DeMotte                                 | \$2,381.86                            | \$332.66                                   | \$742.83                       | \$388.38                              | \$888.38                  | \$2,527.41                |
| Rensselaer                              | \$5,613.14                            | \$191.77                                   | \$633.30                       | \$1,411.45                            | \$2,151.45                | \$7,131.29                |
| Wheatfield                              | \$1,974.20                            | \$210.08                                   | \$1,055.47                     | \$61.90                               | \$1,132.76                | \$2,051.49                |
| Library Improvement Reserve Fund        | \$199,707.47                          | \$0.00                                     | \$0.00                         | \$16.42                               | \$65.66                   | \$199,773.13              |
| Bond & Interest Redemption Fund         | \$175,352.75                          | \$0.00                                     | \$162,106.25                   | \$0.00                                | \$0.00                    | \$13,246.50               |
| Rainy Day Fund                          | \$308,914.76                          | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$308,914.76              |
| Includes Investments of: \$275,000.00   |                                       |                                            |                                |                                       |                           |                           |
| State Technology Fund Grant Fund        | \$0.00                                | \$1,461.00                                 | \$4,383.00                     | \$0.00                                | \$9,733.00                | \$5,350.00                |
| Capital Projects Fund                   | \$1,269,492.71                        | \$0.00                                     | \$0.00                         | \$3.66                                | \$14.63                   | \$1,269,507.34            |
| Includes Investments of: \$1,225,000.00 |                                       |                                            |                                |                                       |                           |                           |
| Host/Hospitality Fund                   | \$0.00                                | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$0.00                    |
| Levy Excess Fund                        | \$8,497.60                            | \$0.00                                     | \$8,399.00                     | \$0.00                                | \$0.00                    | \$98.60                   |
| Sales Tax                               | \$127.05                              | \$0.00                                     | \$128.00                       | \$21.28                               | \$71.83                   | \$70.88                   |
| Construction Fund                       | \$0.00                                | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$0.00                    |
| Petty Cash Funds                        | \$120.00                              | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$120.00                  |
| Cash Change Fund                        | \$150.00                              | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$150.00                  |
| Insurance Refund Fund                   | \$0.00                                | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$0.00                    |
| Insurance Settlement Fund               | \$12,301.81                           | \$49.88                                    | \$4,900.83                     | \$0.00                                | \$7,465.94                | \$14,866.92               |
| Payroll Withholding Accts.              |                                       |                                            |                                |                                       |                           |                           |
| FIT Tax Collected                       | \$0.00                                | \$7,994.94                                 | \$30,030.06                    | \$7,994.94                            | \$30,030.06               | \$0.00                    |
| FICA Tax Collected                      | \$0.00                                | \$7,413.94                                 | \$28,546.80                    | \$7,413.94                            | \$28,546.80               | \$0.00                    |
| State Tax Collected                     | \$3,176.93                            | \$3,187.96                                 | \$12,937.66                    | \$3,532.46                            | \$13,293.14               | \$3,532.41                |
| County Tax Collected                    | \$2,485.61                            | \$2,526.44                                 | \$10,288.30                    | \$2,755.97                            | \$10,558.71               | \$2,756.02                |
| Deferred Comp.                          | \$0.00                                | \$1,890.00                                 | \$7,560.00                     | \$1,890.00                            | \$7,560.00                | \$0.00                    |
| #125 Pre-tax Plan                       | \$5.76                                | \$3,124.19                                 | \$11,920.94                    | \$3,016.94                            | \$11,916.61               | \$1.43                    |
| Employee Life Insur.                    | \$0.72                                | \$217.20                                   | \$874.80                       | \$217.92                              | \$877.68                  | \$3.60                    |
| Employee INPRS                          | \$0.00                                | \$3,403.43                                 | \$11,648.82                    | \$2,965.43                            | \$11,210.82               | (\$438.00)                |
| Garnishments                            | \$0.00                                | \$0.00                                     | \$108.00                       | \$0.00                                | \$108.00                  | \$0.00                    |
| Credit Union                            | \$0.00                                | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$0.00                    |
| EIC                                     | \$0.00                                | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$0.00                    |
| TOTAL ALL FUNDS.....                    | \$2,613,589.40                        | \$226,306.26                               | \$971,105.41                   | \$165,266.09                          | \$467,394.86              | \$2,109,878.85            |

**Bank Balances****Jasper County Public Library****Report as of: 4/30/15**

| <b>Bank</b>              |                                    |                       |
|--------------------------|------------------------------------|-----------------------|
| 1                        | Alliance Bank                      | \$585,866.33          |
| 2                        | Demotte State Bank                 | \$12,190.03           |
| 4                        | PNC Bank                           | \$11,552.49           |
| 5                        | Cash On Hand                       | \$270.00              |
| 9                        | Fifth Third Bank CD#002-0668762355 | \$275,000.00          |
| 10                       | Fifth Third Bank CD#002-0668762363 | \$725,000.00          |
| 6                        | Fifth Third Bank CD#002-0668786509 | \$500,000.00          |
| <b>Total all banks =</b> |                                    | <b>\$2,109,878.85</b> |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

# Appropriation Report for 100 OPERATING FUND

## Jasper County Public Library

Report Date: From 4/1/15 To 4/30/15

| Account # Description               | Annual Appropriation  | Change to Appropriation | Current Appropriation | Disbursements This Month | Disbursements YTD   | Balance               | Percent     |
|-------------------------------------|-----------------------|-------------------------|-----------------------|--------------------------|---------------------|-----------------------|-------------|
| <i>1. Personal Services</i>         |                       |                         |                       |                          |                     |                       |             |
| 1.11 SALARY OF LIBRARIAN            | \$65,582.00           | \$0.00                  | \$65,582.00           | \$5,465.20               | \$21,781.07         | \$43,800.93           | 33.2        |
| 1.12 SALARY OF ASSISTANTS           | \$1,082,897.00        | \$0.00                  | \$1,082,897.00        | \$88,267.10              | \$342,877.75        | \$740,019.25          | 31.7        |
| 1.13 WAGES OF JANITORS              | \$68,692.00           | \$0.00                  | \$68,692.00           | \$5,908.97               | \$19,270.27         | \$49,421.73           | 28.1        |
| 1.21 EMPLOYER'S SHARE-FICA          | \$93,114.00           | \$0.00                  | \$93,114.00           | \$7,413.89               | \$28,546.69         | \$64,567.31           | 30.7        |
| 1.22 UNEMPLOYMENT COMPENSATION      | \$3,544.00            | \$0.00                  | \$3,544.00            | \$1,844.19               | \$2,193.86          | \$1,350.14            | 61.9        |
| 1.23 EMPLOYER'S CONTRIB.- PERF      | \$108,799.00          | \$0.00                  | \$108,799.00          | \$10,478.23              | \$34,716.06         | \$74,082.94           | 31.9        |
| 1.24 EMPLOYER'S CONTRIB.- INS.      | \$132,389.00          | \$0.00                  | \$132,389.00          | \$10,751.04              | \$41,840.98         | \$90,548.02           | 31.6        |
| <b>Subtotal</b>                     | <b>\$1,555,017.00</b> |                         | <b>\$1,555,017.00</b> | <b>\$130,128.62</b>      | <b>\$491,226.68</b> | <b>\$1,063,790.32</b> | <b>31.6</b> |
| <i>2. Supplies</i>                  |                       |                         |                       |                          |                     |                       |             |
| 2.11 OFFICIAL RECORDS               | \$600.00              | \$0.00                  | \$600.00              | \$0.00                   | \$0.00              | \$600.00              | 0.0         |
| 2.12 STATIONERY AND PRINTING        | \$550.00              | \$0.00                  | \$550.00              | \$0.00                   | \$187.17            | \$362.83              | 34.0        |
| 2.13 OTHER OFFICE SUPPLIES          | \$7,500.00            | \$0.00                  | \$7,500.00            | \$551.48                 | \$3,361.92          | \$4,138.08            | 44.8        |
| 2.21 CLEANING & SANITATION SUPPLIES | \$6,000.00            | \$0.00                  | \$6,000.00            | \$505.99                 | \$1,762.91          | \$4,237.09            | 29.4        |
| 2.23 OTHER OPERATING SUPPLIES       | \$7,000.00            | \$0.00                  | \$7,000.00            | \$439.92                 | \$1,804.59          | \$5,195.41            | 25.8        |
| 2.31 BUILDING MATERIALS & SUPPLIES  | \$1,000.00            | \$0.00                  | \$1,000.00            | \$12.68                  | \$12.68             | \$987.32              | 1.3         |
| 2.32 PAINT AND PAINTING SUPPLIES    | \$200.00              | \$0.00                  | \$200.00              | \$70.95                  | \$80.84             | \$119.16              | 40.4        |
| 2.33 REPAIR PARTS                   | \$2,000.00            | \$0.00                  | \$2,000.00            | \$0.00                   | \$460.10            | \$1,539.90            | 23.0        |
| 2.41 LIBRARY SUPPLIES               | \$14,900.00           | \$0.00                  | \$14,900.00           | \$1,994.00               | \$3,847.02          | \$11,052.98           | 25.8        |

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| <i>Account # Description</i>         | <i>Annual<br/>Appropriation</i> | <i>Change to<br/>Appropriation</i> | <i>Current<br/>Appropriation</i> | <i>Disbursements<br/>This Month</i> | <i>Disbursements<br/>YTD</i> | <i>Balance</i>     | <i>Percent</i> |
|--------------------------------------|---------------------------------|------------------------------------|----------------------------------|-------------------------------------|------------------------------|--------------------|----------------|
| 2.42 MARKETING SUPPLIES              | \$50.00                         | \$0.00                             | \$50.00                          | \$0.00                              | \$0.00                       | \$50.00            | 0.0            |
| <b>Subtotal</b>                      | <b>\$39,800.00</b>              |                                    | <b>\$39,800.00</b>               | <b>\$3,575.02</b>                   | <b>\$11,517.23</b>           | <b>\$28,282.77</b> | <b>28.9</b>    |
| <i>3. Other Services and Charges</i> |                                 |                                    |                                  |                                     |                              |                    |                |
| 3.13 LEGAL SERVICES                  | \$5,000.00                      | \$0.00                             | \$5,000.00                       | \$641.00                            | \$1,876.00                   | \$3,124.00         | 37.5           |
| 3.14 OTHER PROFESSIONAL SERVICES     | \$6,500.00                      | \$0.00                             | \$6,500.00                       | \$0.00                              | \$1,761.28                   | \$4,738.72         | 27.1           |
| 3.145 DATABASES & LICENSING SERVICES | \$26,620.00                     | \$0.00                             | \$26,620.00                      | \$0.00                              | \$4,246.25                   | \$22,373.75        | 16.0           |
| 3.146 E-BOOKS SERVICES               | \$18,700.00                     | \$0.00                             | \$18,700.00                      | \$0.00                              | \$3,000.00                   | \$15,700.00        | 16.0           |
| 3.21 TELEPHONE                       | \$4,200.00                      | \$0.00                             | \$4,200.00                       | \$138.96                            | \$772.23                     | \$3,427.77         | 18.4           |
| 3.22 POSTAGE                         | \$3,000.00                      | \$0.00                             | \$3,000.00                       | \$201.20                            | \$591.95                     | \$2,408.05         | 19.7           |
| 3.23 MILEAGE                         | \$20,000.00                     | \$0.00                             | \$20,000.00                      | \$1,337.00                          | \$3,984.52                   | \$16,015.48        | 19.9           |
| 3.24 PROFESSIONAL MEETINGS           | \$8,000.00                      | \$0.00                             | \$8,000.00                       | \$955.19                            | \$1,198.99                   | \$6,801.01         | 15.0           |
| 3.25 FREIGHT                         | \$2,000.00                      | \$0.00                             | \$2,000.00                       | \$322.12                            | \$577.65                     | \$1,422.35         | 28.9           |
| 3.26 NETWORKING                      | \$64,860.00                     | \$0.00                             | \$64,860.00                      | \$0.00                              | \$1,461.00                   | \$63,399.00        | 2.3            |
| 3.31 ADVERTISING & PUBLIC NOTICES    | \$800.00                        | \$0.00                             | \$800.00                         | \$0.00                              | \$238.61                     | \$561.39           | 29.8           |
| 3.33 MARKETING ADVERTISING           | \$1,800.00                      | \$0.00                             | \$1,800.00                       | \$636.30                            | \$636.30                     | \$1,163.70         | 35.4           |
| 3.41 OFFICIAL BONDS                  | \$250.00                        | \$0.00                             | \$250.00                         | \$0.00                              | \$200.00                     | \$50.00            | 80.0           |
| 3.42 OTHER INSURANCE                 | \$29,500.00                     | \$0.00                             | \$29,500.00                      | \$13,958.00                         | \$16,618.90                  | \$12,881.10        | 56.3           |
| 3.51 GAS                             | \$45,000.00                     | \$0.00                             | \$45,000.00                      | \$1,970.00                          | \$10,102.94                  | \$34,897.06        | 22.5           |
| 3.52 ELECTRICITY                     | \$100,000.00                    | \$0.00                             | \$100,000.00                     | \$6,446.48                          | \$25,059.10                  | \$74,940.90        | 25.1           |
| 3.53 WATER                           | \$4,000.00                      | \$0.00                             | \$4,000.00                       | \$349.19                            | \$1,194.13                   | \$2,805.87         | 29.9           |
| 3.54 WASTE DISPOSAL SERVICES         | \$6,500.00                      | \$0.00                             | \$6,500.00                       | \$528.07                            | \$2,132.28                   | \$4,367.72         | 32.8           |
| 3.61 BUILDING & STRUCTURES           | \$55,920.00                     | \$0.00                             | \$55,920.00                      | \$3,705.04                          | \$10,740.05                  | \$45,179.95        | 19.2           |
| 3.62 EQUIPMENT REPAIRS               | \$1,000.00                      | \$0.00                             | \$1,000.00                       | \$985.00                            | \$985.00                     | \$15.00            | 98.5           |
| 3.72 EQUIPMENT RENTALS               | \$300.00                        | \$0.00                             | \$300.00                         | \$9.95                              | \$180.80                     | \$119.20           | 60.3           |
| 3.91 DUES                            | \$1,875.00                      | \$0.00                             | \$1,875.00                       | \$0.00                              | \$265.00                     | \$1,610.00         | 14.1           |

| <i>Account # Description</i>          | <i>Annual<br/>Appropriation</i> | <i>Change to<br/>Appropriation</i> | <i>Current<br/>Appropriation</i> | <i>Disbursements<br/>This Month</i> | <i>Disbursements<br/>YTD</i> | <i>Balance</i>        | <i>Percent</i> |
|---------------------------------------|---------------------------------|------------------------------------|----------------------------------|-------------------------------------|------------------------------|-----------------------|----------------|
| 3.93 TAXES & ASSESSMENTS              | \$250.00                        | \$0.00                             | \$250.00                         | \$240.00                            | \$240.00                     | \$10.00               | 96.0           |
| 3.94 TRANSFER TO LIRF                 | \$100,000.00                    | \$0.00                             | \$100,000.00                     | \$0.00                              | \$0.00                       | \$100,000.00          | 0.0            |
| 3.95 BOOK REIMBURSEMENT               | \$100.00                        | \$45.11                            | \$145.11                         | \$0.00                              | \$45.11                      | \$100.00              | 31.1           |
| 3.96 PETTY CASH                       | \$120.00                        | \$0.00                             | \$120.00                         | \$0.00                              | \$0.00                       | \$120.00              | 0.0            |
| 3.98 MAINTENANCE/SERVICE<br>CONTRACTS | \$112,057.00                    | \$0.00                             | \$112,057.00                     | \$2,900.10                          | \$23,566.62                  | \$88,490.38           | 21.0           |
| <b>Subtotal</b>                       | <b>\$618,352.00</b>             | <b>\$45.11</b>                     | <b>\$618,397.11</b>              | <b>\$35,323.60</b>                  | <b>\$111,674.71</b>          | <b>\$506,722.40</b>   | <b>18.1</b>    |
| <i>4. Capital Outlays</i>             |                                 |                                    |                                  |                                     |                              |                       |                |
| 4.4 FURNITURE & EQUIPMENT             | \$51,648.00                     | \$0.00                             | \$51,648.00                      | \$1,013.55                          | \$1,085.92                   | \$50,562.08           | 2.1            |
| 4.51 BOOKS                            | \$160,300.00                    | \$0.00                             | \$160,300.00                     | \$17,727.33                         | \$42,852.82                  | \$117,447.18          | 26.7           |
| 4.52 PERIODICALS &<br>NEWSPAPERS      | \$25,000.00                     | \$0.00                             | \$25,000.00                      | \$661.08                            | \$6,049.71                   | \$18,950.29           | 24.2           |
| 4.53 NONPRINTED MATERIALS             | \$58,000.00                     | \$0.00                             | \$58,000.00                      | \$5,873.57                          | \$10,384.28                  | \$47,615.72           | 17.9           |
| <b>Subtotal</b>                       | <b>\$294,948.00</b>             |                                    | <b>\$294,948.00</b>              | <b>\$25,275.53</b>                  | <b>\$60,372.73</b>           | <b>\$234,575.27</b>   | <b>20.5</b>    |
| <b>Grand Total</b>                    | <b>\$2,508,117.00</b>           | <b>\$45.11</b>                     | <b>\$2,508,162.11</b>            | <b>\$194,302.77</b>                 | <b>\$674,791.35</b>          | <b>\$1,833,370.76</b> | <b>26.9</b>    |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3D

# Appropriation Report for 155 STATE TECHN.FUND GRANT

## Jasper County Public Library

Report Date: From 4/1/15 To 4/30/15

| Account # Description                | Annual<br>Appropriation | Change to<br>Appropriation | Current<br>Appropriation | Disbursements<br>This Month | Disbursements<br>YTD | Balance      | Percent |
|--------------------------------------|-------------------------|----------------------------|--------------------------|-----------------------------|----------------------|--------------|---------|
| <i>3. Other Services and Charges</i> |                         |                            |                          |                             |                      |              |         |
| 3.26 NETWORKING                      | \$0.00                  | \$0.00                     | \$0.00                   | \$1,461.00                  | \$4,383.00           | (\$4,383.00) | 0.0     |
| <b>Subtotal</b>                      | \$0.00                  |                            | \$0.00                   | \$1,461.00                  | \$4,383.00           | (\$4,383.00) | 0.0     |
| <b>Grand Total</b>                   | \$0.00                  | \$0.00                     | \$0.00                   | \$1,461.00                  | \$4,383.00           | (\$4,383.00) | 0.0     |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.



# Appropriation Report for 196 INSURANCE SETTLEMENT F

## Jasper County Public Library

Report Date: From 4/1/15 To 4/30/15

| Account # Description                | Annual<br>Appropriation | Change to<br>Appropriation | Current<br>Appropriation | Disbursements<br>This Month | Disbursements<br>YTD | Balance             | Percent    |
|--------------------------------------|-------------------------|----------------------------|--------------------------|-----------------------------|----------------------|---------------------|------------|
| <b>2. Supplies</b>                   |                         |                            |                          |                             |                      |                     |            |
| 2.41 LIBRARY SUPPLIES                | \$0.00                  | \$0.00                     | \$0.00                   | \$24.29                     | \$24.29              | (\$24.29)           | 0.0        |
| <b>Subtotal</b>                      | <b>\$0.00</b>           |                            | <b>\$0.00</b>            | <b>\$24.29</b>              | <b>\$24.29</b>       | <b>(\$24.29)</b>    | <b>0.0</b> |
| <b>3. Other Services and Charges</b> |                         |                            |                          |                             |                      |                     |            |
| 3.61 BUILDING & STRUCTURES           | \$0.00                  | \$0.00                     | \$0.00                   | \$0.00                      | \$143.50             | (\$143.50)          | 0.0        |
| <b>Subtotal</b>                      | <b>\$0.00</b>           |                            | <b>\$0.00</b>            | <b>\$0.00</b>               | <b>\$143.50</b>      | <b>(\$143.50)</b>   | <b>0.0</b> |
| <b>4. Capital Outlays</b>            |                         |                            |                          |                             |                      |                     |            |
| 4.4 FURNITURE & EQUIPMENT            | \$0.00                  | \$0.00                     | \$0.00                   | \$25.59                     | \$4,733.04           | (\$4,733.04)        | 0.0        |
| <b>Subtotal</b>                      | <b>\$0.00</b>           |                            | <b>\$0.00</b>            | <b>\$25.59</b>              | <b>\$4,733.04</b>    | <b>(\$4,733.04)</b> | <b>0.0</b> |
| <b>Grand Total</b>                   | <b>\$0.00</b>           | <b>\$0.00</b>              | <b>\$0.00</b>            | <b>\$49.88</b>              | <b>\$4,900.83</b>    | <b>(\$4,900.83)</b> | <b>0.0</b> |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

# Voucher List

## Jasper County Public Library

Report Date: From 4/1/15 To 4/30/15

| Warrant Number | Claim Number | Name of Claimant          | Date    | Explanation                                                                                           | Total       |
|----------------|--------------|---------------------------|---------|-------------------------------------------------------------------------------------------------------|-------------|
| 33765          | 241          | 4 IMPRINT                 | 4/13/15 | Mood Pencils                                                                                          | \$340.30    |
| 33766          | 242          | AARON'S LAWN CARE         | 4/13/15 | DeM: 2/15/15 - 3/23/15 Shovel, Salt, & Plow; Wh: 2/15/15 - 3/23/15 Shovel, Salt, & Plow               | \$820.00    |
| 33767          | 243          | ACE HARDWARE              | 4/13/15 | DeM; WD-40, Primer, Door Stop, Velcro Strip, Primer, Paint, Roller Cover                              | \$82.22     |
| 33768          | 244          | AMERICAN PATRIOT PICTURE  | 4/13/15 | DeM; Still the Drums DVD                                                                              | \$19.99     |
| 33769          | 245          | ANTHEM BLUE CROSS BLUE    | 4/13/15 | Health Insurance premiums- April 2015                                                                 | \$11,598.08 |
| 33770          | 246          | ANTHEM BLUE CROSS BLUE    | 4/13/15 | April Cobra premiums for B. Thompson                                                                  | \$614.02    |
| 33771          | 247          | ANTHEM LIFE               | 4/13/15 | Life Insurance premiums- April 2015                                                                   | \$93.42     |
| 33772          | 248          | BAKER & TAYLOR            | 4/13/15 | Books, Continuations, AV, Auto. Yours                                                                 | \$11,010.25 |
| 33773          | 249          | BAKER & TAYLOR ENTERTAIN  | 4/13/15 | DVDs                                                                                                  | \$256.03    |
| 33774          | 250          | BLUETARP FINANCIAL, INC   | 4/13/15 | Tog Switch, 6 in. Combo Strip/Cutter                                                                  | \$12.68     |
| 33775          | 251          | CAPSTONE PRESS, INC       | 4/13/15 | Books                                                                                                 | \$1,371.86  |
| 33776          | 252          | CAROLYNN DeVRIES          | 4/13/15 | Mileage 3/19/15: E-Device Meeting @ Rensselaer Library                                                | \$25.30     |
| 33777          | 253          | CAVENDISH SQUARE PUBLIS   | 4/13/15 | Books                                                                                                 | \$21.95     |
| 33778          | 254          | CDW GOVERNMENT            | 4/13/15 | SIIG Dual Dest Stnd                                                                                   | \$72.11     |
| 33779          | 255          | CONSOLIDATED INSURANCE    | 4/13/15 | Semi-annual premium for building insurance; annual premium for workman's comp                         | \$13,958.00 |
| 33780          | 256          | DAVIDSON TITLES INC.      | 4/13/15 | Books                                                                                                 | \$3,673.67  |
| 33781          | 257          | DELTA DENTAL              | 4/13/15 | Dental Insurance premiums- April 2015                                                                 | \$493.17    |
| 33783          | 258          | ENA SERVICES LLC          | 4/13/15 | Internet service fo March 2015                                                                        | \$1,461.00  |
| 33782          | 259          | EMILY DURAN               | 4/13/15 | Mileage 03/31/15: AV Shopping                                                                         | \$25.30     |
| 33784          | 260          | EVELYN BRISTOL            | 4/13/15 | Food Items for Programs, General Library Supplies                                                     | \$41.90     |
| 33785          | 261          | FAEGRE BAKER DANIELS LLP  | 4/13/15 | Legal Assistance on personnel matters                                                                 | \$118.50    |
| 33786          | 262          | FASE-KALUF TV & APPLIANCE | 4/13/15 | Cordless Phone Battery                                                                                | \$21.99     |
| 33787          | 263          | FLEX-PAC INC              | 4/13/15 | Toilet paper, paper towel rolls, m-fold towels, Handwash                                              | \$243.21    |
| 33788          | 264          | GALE/CENGAGE LEARNING     | 4/13/15 | Books                                                                                                 | \$913.68    |
| 33789          | 265          | GREY HOUSE PUBLISHING     | 4/13/15 | Continuations                                                                                         | \$1,040.50  |
| 33790          | 266          | HAMSTRA BUILDERS, INC.    | 4/13/15 | DeM: 2/5/15 - Cleared Ice from Roof & Gutters                                                         | \$107.15    |
| 33791          | 267          | HP PRODUCTS               | 4/13/15 | Peroxide MultiSurf Cleaner                                                                            | \$34.52     |
| 33792          | 268          | JANICE WILMA              | 4/13/15 | Chat N Chew Teen Program Recipe Supplies, Youth Services 2 - 10 drawer carts & 2 file boxes           | \$98.94     |
| 33793          | 269          | JEAN LAMBERT              | 4/13/15 | Mileage 1/11 - 3/31/15: Recycling, Cleaning Supplies, Return Movies to Walmart                        | \$13.34     |
| 33794          | 270          | KIMBERLY HUNTER           | 4/13/15 | Mileage 3/9/15: Ask meeting @ Demotte                                                                 | \$25.30     |
| 33795          | 271          | LINDA POORTENGA           | 4/13/15 | Mileage 2/12-3/12/15: Management @ DeMotte, B2B, Br Counterparts, Deposit, Management @ Wheatfield    | \$104.88    |
| 33796          | 272          | LINDA THOMPSON            | 4/13/15 | Mileage 3/19/15: Counterparts @ DeMotte                                                               | \$9.20      |
| 33811          | 273          | THE LOCK DOCTOR           | 4/13/15 | R: ReKey Outside Doors/25 Keys to Outside Door                                                        | \$206.00    |
| 33797          | 274          | MARLENE BEEDLE            | 4/13/15 | Mileage 3/16/15: Digitization Meeting @ R                                                             | \$25.30     |
| 33798          | 275          | MICHAEL R. ANDERSON       | 4/13/15 | Rens: Snow Removal, 5 bags of Salt 2/26-3/3/15                                                        | \$462.50    |
| 33799          | 276          | NANCY PHILLIPS            | 4/13/15 | Rens. Youth Services: Easter/Spring Décor, Storage Containers for Craft Closet, Letters for Teen Wall | \$79.61     |
| 33800          | 277          | OFFICE DEPOT              | 4/13/15 | Envelopes, Large Clip Binders, Construction Paper, CD Folders, Magic Tape                             | \$67.26     |
| 33801          | 278          | PATTY STRINGFELLOW        | 4/13/15 | Mileage 3/12-3/17/15: Management Meeting, Tippecanoe Arts Federation Webinar, Books                   | \$131.43    |
| 33802          | 279          | POSTMASTER                | 4/13/15 | Postage                                                                                               | \$201.20    |
| 33803          | 280          | RACO INDUSTRIES           | 4/13/15 | Epson Receipt Printer Power Supply                                                                    | \$927.00    |

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| <i>Warrant<br/>Number</i> | <i>Claim<br/>Number</i> | <i>Name of Claimant</i>   | <i>Date</i> | <i>Explanation</i>                                                                                                                                                                                                                                               | <i>Total</i> |
|---------------------------|-------------------------|---------------------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 33804                     | 281                     | RAYANN GILMORE            | 4/13/15     | Mileage 1/2-4/2/15: bank deposits, Return ILL Packages, Mail Bond Payment, Laundry, Board Packets, W2 Forms, Bond, Borard Appt. Forms to Clerk, Mail Vendor Cks, File Treasurer Bond, File Conflict of Interest, Bank Paperwork, Supplies, Mail Certified Letter | \$22.20      |
| 33805                     | 282                     | REPUBLIC SERVICES #715    | 4/13/15     | Wh: Trash Service- April 2015                                                                                                                                                                                                                                    | \$64.95      |
| 33806                     | 283                     | ROSEN PUBLISHING          | 4/13/15     | Books                                                                                                                                                                                                                                                            | \$789.95     |
| 33807                     | 284                     | STANLEY STEEMER           | 4/13/15     | DEM: Cleaning - 97 Chairs, 1 Sofa, 2 Love Seats, 8 Pillows                                                                                                                                                                                                       | \$867.90     |
| 33808                     | 285                     | SVT, LLC                  | 4/13/15     | Chat N Chew Supplies                                                                                                                                                                                                                                             | \$24.97      |
| 33809                     | 286                     | TEAM SOFTWARE SOLUTION    | 4/13/15     | Public Web Browser Annual Renewal                                                                                                                                                                                                                                | \$125.00     |
| 33810                     | 287                     | THE LIBRARY CORPORATION   | 4/13/15     | 2015 TLCU Conference Registration                                                                                                                                                                                                                                | \$475.00     |
| 33813                     | 288                     | THREE TREE INVESTMENTS L  | 4/13/15     | DeM: 8 New Exit Signs, Installed Florescent Light in Elevator; WH: 2 New Exit Lights & 4 Batter Replacements in the Exit Fitures                                                                                                                                 | \$985.00     |
| 33812                     | 289                     | THE TIMES                 | 4/13/15     | Wh: Newspaper subscription thru 4/25/15                                                                                                                                                                                                                          | \$278.20     |
| 33814                     | 290                     | TRU-GREEN LIMITED PARTNE  | 4/13/15     | DeM: Ice Melt Bags, Rens: Ice Melt Bags, Wh: Ornamental Bed Weed Control                                                                                                                                                                                         | \$571.00     |
| 33815                     | 291                     | VISION SERVICE PLAN- (IN) | 4/13/15     | Vision Insurance Premiums- April 2015                                                                                                                                                                                                                            | \$202.81     |
| 33816                     | 292                     | WAL-MART COMMUNITY/RFC    | 4/13/15     | DVDs, Batteries, Wipes, Cleaner, Envelope, Plates, Children's Craft Supplies, Music CDs, Adult Programs Supplies, Positivity Meeting Supplies, Teen Tech Week Program Supplies                                                                                   | \$855.50     |
| 33817                     | 293                     | WASTE MANAGEMENT          | 4/13/15     | DeM: Trash Pick-up, April 2015                                                                                                                                                                                                                                   | \$87.98      |
| 0                         | 294                     | INPRS fbo PERF            | 4/13/15     | 11/10/2014 to 3/25/15 Kim Hunter Payroll Contributions, 1/23/15 to 3/25/15 Carolyn DeVries Payroll Contributions                                                                                                                                                 | \$2,073.21   |
| 0                         | 295                     | PAYROLL                   | 4/10/15     | PAYROLL                                                                                                                                                                                                                                                          | \$51,097.61  |
| 0                         | 296                     | BILL HROMADA              | 4/10/15     | Courier Mileage, 3/16/15-3/31/15 (Conf #234)                                                                                                                                                                                                                     | \$356.50     |
| 0                         | 297                     | DELTA DENTAL              | 4/10/15     | Dental Insurance premiums- March 2015 (conf# 239)                                                                                                                                                                                                                | \$544.39     |
| 0                         | 298                     | DENISE HAVENS             | 4/10/15     | Substitute Courier Mileage 3/26/15 (conf# 235)                                                                                                                                                                                                                   | \$35.65      |
| 0                         | 299                     | GREAT-WEST RETIREMENT S   | 4/10/15     | Annuity Withheld 4/10/15 payroll (Conf. #238)                                                                                                                                                                                                                    | \$945.00     |
| 0                         | 300                     | INDIANA DEPARTMENT OF RE  | 4/10/15     | EFT-State & County Taxes w/held March 2015 Payrolls (Ref #93524)                                                                                                                                                                                                 | \$5,714.40   |
| 0                         | 301                     | INPRS fbo PERF            | 4/10/15     | 4/10/15 Payroll Contributions                                                                                                                                                                                                                                    | \$6,049.64   |
| 0                         | 302                     | IRS USA TAXPAYMENT        | 4/10/15     | EFT-FICA & Federal Taxes w/held 4/10/15 (Ref #71886722)                                                                                                                                                                                                          | \$11,753.91  |
| 0                         | 303                     | PATTY EENIGENBURG         | 4/10/15     | Substitute Courier Mileage 3/27/15 (conf# 233)                                                                                                                                                                                                                   | \$35.65      |
| 0                         | 304                     | TOWN OF DEMOTTE           | 4/10/15     | DeM: Sewer & Water- March 2015 (conf# 237)                                                                                                                                                                                                                       | \$222.28     |
| 0                         | 305                     | TOWN OF WHEATFIELD        | 4/10/15     | Wh: Sewer- April 2015 (conf# 236)                                                                                                                                                                                                                                | \$56.65      |
| 33818                     | 306                     | AFFORDABLE ALTERNATIVES   | 4/13/15     | Labels                                                                                                                                                                                                                                                           | \$81.42      |
| 0                         | 307                     | ALLIANCE BANK             | 4/13/15     | Direct Deposit Fees March 2015                                                                                                                                                                                                                                   | \$36.40      |
| 33819                     | 308                     | BRODART CO.               | 4/13/15     | S End Stop                                                                                                                                                                                                                                                       | \$13.56      |
| 33820                     | 309                     | BUSINESS CARD             | 4/13/15     | DVDs, CDs, AV Shopping Expenses, Children's Counterparts Expenses, Summer Reading Prizes, Marketing Display Board, Management Meeting Expenses, Tracfone Subscription, Digipalooza Registration - D. Kristoff & E. Bristol                                       | \$5,348.17   |
| 33821                     | 310                     | CENTURYLINK               | 4/13/15     | Rens: Local phone & fax service- April 2015                                                                                                                                                                                                                      | \$124.31     |
| 33822                     | 311                     | CULLIGAN WATER CONDITIO   | 4/13/15     | Wh: Water Cooler Rental-April 2015, 5-gallon drinking water- 10                                                                                                                                                                                                  | \$81.45      |
| 33823                     | 312                     | D & S COMPUTER SERVICES   | 4/13/15     | Hosting 2nd quarter 2015                                                                                                                                                                                                                                         | \$120.00     |
| 33826                     | 313                     | DEMCO                     | 4/13/15     | Acrylic Frames, Plyfit Center Cut Book Jackets, Sante Fe Book Support & Cork, Credit - Damaged Furniture                                                                                                                                                         | \$83.83      |
| 33824                     | 314                     | DAVIS WATER CONDITIONING  | 4/13/15     | DeM: 50# bags of solar salt- 5                                                                                                                                                                                                                                   | \$43.00      |
| 33825                     | 315                     | DEBORAH KRISTOFF          | 4/13/15     | Mileage 1/15/15 - 3/30/15: Management Meeting, Bookseller, Brank Counterparts, Reference Counterparts, Database Meetings                                                                                                                                         | \$116.73     |
| 33827                     | 316                     | DUMAS & MAHNESMITH P.C.   | 4/13/15     | Legal Assistance: Property Purchase                                                                                                                                                                                                                              | \$522.50     |

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| <i>Warrant<br/>Number</i> | <i>Claim<br/>Number</i> | <i>Name of Claimant</i>    | <i>Date</i> | <i>Explanation</i>                                                                                                                                                                                                              | <i>Total</i> |
|---------------------------|-------------------------|----------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 33829                     | 317                     | HP PRODUCTS                | 4/13/15     | Glass Cleaner, Toilet Bowl Cleaner, Trash Bags                                                                                                                                                                                  | \$194.78     |
| 33828                     | 318                     | HERITAGE OFFICE PRODUCT    | 4/13/15     | Name Tags, Name plate, Business Office Sign                                                                                                                                                                                     | \$78.30      |
| 33830                     | 319                     | INDIANA DEPT. OF WORKFOR   | 4/13/15     | 1st Quarter 2015 Unemployment Compensation Pymt                                                                                                                                                                                 | \$1,844.19   |
| 33831                     | 320                     | JANWAY COMPANY USA, INC.   | 4/13/15     | Full color Magnets                                                                                                                                                                                                              | \$296.00     |
| 33832                     | 321                     | JOHNSON COUNTY PUBLIC LI   | 4/13/15     | ILL item patron did not return                                                                                                                                                                                                  | \$13.99      |
| 33833                     | 322                     | KONE, INC.                 | 4/13/15     | DeM: Elevator maintenance agreement 4/1/15-6/30/15                                                                                                                                                                              | \$405.18     |
| 33834                     | 323                     | MIDWEST TAPE               | 4/13/15     | Audiobook Sleeve                                                                                                                                                                                                                | \$425.99     |
| 33835                     | 324                     | NIPSCO                     | 4/13/15     | DeM: Gas & Electric Service 03/07/15-04/06/15, Wh:<br>Gas & Electric Service 3/5/15-03/31/15                                                                                                                                    | \$5,768.57   |
| 33836                     | 325                     | OFFICE DEPOT               | 4/13/15     | Toner; Magic Tape; Adhesive Band-Aid; Astrobrights<br>Paper; Sursrt Tape; Blue, Red, White, & Green<br>Construction Paper                                                                                                       | \$273.29     |
| 33837                     | 326                     | PRECISION CONTROL SYSTE    | 4/13/15     | Quarterly Invoice for Routnine Maintenance @ Rens &<br>DeM(Contract Jan.1 thru Dec. 31, 2015                                                                                                                                    | \$2,099.00   |
| 33838                     | 327                     | QUILL CORPORATION          | 4/13/15     | 3 Drawer White Cart, Blue Pens, Yellow Sticky Notes,<br>White Velcro Coins, labels, toner, Black Hvy Duty EZD<br>bnd with Label , Black Rubber Bands, Fabric Bandages,<br>USV Cbl Adpt, Credit for Pink, Canary and White Paper | \$228.46     |
| 33839                     | 328                     | RACHAEL CAVINDER           | 4/13/15     | Mileage 2/12/15-3/31/15: Management Meeting,<br>Preschool Visit, Book Salesman, AV Shopping                                                                                                                                     | \$75.90      |
| 33840                     | 329                     | RELIANCE LABEL SOLUTIONS   | 4/13/15     | Single Library Labels                                                                                                                                                                                                           | \$624.19     |
| 33841                     | 330                     | ROEING CORPORATION         | 4/13/15     | Rens: Installation of Projector at Conference Room & AV<br>Cables for inputs                                                                                                                                                    | \$600.00     |
| 0                         | 331                     | SAGE PAYMENT SOLUTIONS     | 4/13/15     | Merchant Processing Fees- March 2015 (automatic<br>withdrawal on 4/2/15)                                                                                                                                                        | \$25.02      |
| 33842                     | 332                     | S & S WORLDWIDE, INC       | 4/13/15     | Color Me Mini Super Hero Capes                                                                                                                                                                                                  | \$91.96      |
| 33843                     | 333                     | SHOWCASES                  | 4/13/15     | Clear Vinyl Label Protectors                                                                                                                                                                                                    | \$29.27      |
| 33844                     | 334                     | ULINE                      | 4/13/15     | Strap Tape, Black DVD Cases                                                                                                                                                                                                     | \$368.83     |
| 33845                     | 335                     | UNIQUE MANAGEMENT SERVI    | 4/13/15     | Collections: Initial/Secondary Placements- March 2015                                                                                                                                                                           | \$89.50      |
| 33846                     | 336                     | WALL STREET JOURNAL        | 4/13/15     | 1yr newspaper subscription                                                                                                                                                                                                      | \$382.88     |
| 33847                     | 337                     | ZIESE PLUMBING, HEATING, & | 4/13/15     | Rens: Turn on outside water hydrants                                                                                                                                                                                            | \$230.00     |
| 0                         | 338                     | PAYROLL                    | 4/24/15     | PAYROLL                                                                                                                                                                                                                         | \$48,543.66  |
| 33848                     | 339                     | JASPER COUNTY TREASURE     | 4/22/15     | DeM: Tax bill for ditch                                                                                                                                                                                                         | \$240.00     |
| 0                         | 340                     | AFLAC                      | 4/24/15     | Supplemental Insurance April 2015 (Conf. #243)                                                                                                                                                                                  | \$546.54     |
| 0                         | 341                     | BILL HROMADA               | 4/24/15     | Courier Mileage, 4/1/15-4/15/15 (Conf #240)                                                                                                                                                                                     | \$392.15     |
| 0                         | 342                     | CENTURYLINK                | 4/24/15     | WH: Fax Service April 2015 (Conf. # 241)                                                                                                                                                                                        | \$14.65      |
| 0                         | 343                     | CITY OF RENSSELAER         | 4/24/15     | RENS: Utilities 3/9/15-4/8/15 (Conf. #242)                                                                                                                                                                                      | \$3,021.81   |
| 0                         | 344                     | GREAT-WEST RETIREMENT S    | 4/24/15     | Annuity Withheld 4/24/15 payroll (Conf. #245)                                                                                                                                                                                   | \$945.00     |
| 0                         | 345                     | INPRS fbo PERF             | 4/24/15     | 4/24/15 Payroll Contributions                                                                                                                                                                                                   | \$5,758.81   |
| 0                         | 346                     | IRS USA TAXPAYMENT         | 4/24/15     | EFT-FICA & Federal Taxes w/held 4/24/15 (Ref<br>#22349891)                                                                                                                                                                      | \$11,068.86  |

F4d

Warrant  
Number

Claim

Number Name of Claimant

Date Explanation

Total

Total Amount of Claims \$226,306.26

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, May 06, 2015

Fiscal Officer

## ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of  pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this 11<sup>th</sup> day of May, 2015.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

**JASPER COUNTY PUBLIC LIBRARY**  
**Receipt Breakdown**  
**April 30, 2015**

|                                                   | <u>THIS MONTH</u> | <u>YEAR-TO-DATE</u> | <u>TOTAL RECEIPTS</u><br><u>THIS MONTH</u> | <u>TOTAL RECEIPTS</u><br><u>YEAR-TO-DATE</u> |
|---------------------------------------------------|-------------------|---------------------|--------------------------------------------|----------------------------------------------|
| <b>FINES &amp; FEES:</b>                          |                   |                     | \$2,238.87                                 | \$11,523.29                                  |
| DeMotte                                           | \$789.66          | \$3,783.63          |                                            |                                              |
| Rensselaer                                        | \$813.71          | \$4,459.67          |                                            |                                              |
| Wheatfield                                        | \$635.50          | \$3,279.99          |                                            |                                              |
| <b>PHOTOCOPIES:</b>                               |                   |                     | \$918.75                                   | \$3,544.81                                   |
| DeMotte                                           | \$353.60          | \$1,449.95          |                                            |                                              |
| Rensselaer                                        | \$316.50          | \$1,347.81          |                                            |                                              |
| Wheatfield                                        | \$248.65          | \$747.05            |                                            |                                              |
| <b>INTEREST (Checking, Repurchase, CDs):.....</b> |                   |                     | \$30.39                                    | \$172.54                                     |
| <b>TAXES:</b>                                     |                   |                     | \$129,323.99                               | \$302,452.97                                 |
| Property Tax                                      | \$0.00            | \$0.00              |                                            |                                              |
| LOIT                                              | \$71,614.33       | \$71,614.33         |                                            |                                              |
| License Excise Tax                                | \$0.00            | \$0.00              |                                            |                                              |
| Financial Institution Tax                         | \$0.00            | \$0.00              |                                            |                                              |
| CVET(Commercial Vehicle Excise)                   | \$0.00            | \$0.00              |                                            |                                              |
| Local Option/Certified Shares                     | \$47,192.33       | \$188,769.32        |                                            |                                              |
| Local Option/Property Tax Repl.                   | \$10,517.33       | \$42,069.32         |                                            |                                              |
| <b>TAXABLE SALES:-.....</b>                       |                   |                     | \$22.99                                    | \$45.37                                      |
| <b>REFUNDS:</b>                                   |                   |                     | \$1,040.41                                 | \$14,030.41                                  |
| Rebates/Refund                                    | \$0.00            | \$9.96              |                                            |                                              |
| Insurance Claims/Reimbursements                   | \$682.24          | \$3,488.03          |                                            |                                              |
| Meeting Room Rental                               | \$50.00           | \$750.00            |                                            |                                              |
| Reimbursement                                     | \$308.17          | \$1,258.12          |                                            |                                              |
| Fixed Asset Sales                                 | \$0.00            | \$0.00              |                                            |                                              |
| Miscellaneous Receipts                            | \$0.00            | \$125.30            |                                            |                                              |
| Interfund Transfer                                | \$0.00            | \$8,399.00          |                                            |                                              |
| <b>TOTAL OPERATING FUND RECEIPTS.....</b>         |                   |                     | <b>\$133,575.40</b>                        | <b>\$331,769.39</b>                          |
| <b>PLAC FUND:.....</b>                            |                   |                     | \$0.00                                     | \$0.00                                       |
| <b>GIFT FUNDS:</b>                                |                   |                     | \$1,861.73                                 | \$4,172.59                                   |
| DeMotte                                           | \$388.38          | \$888.38            |                                            |                                              |
| Rensselaer                                        | \$1,411.45        | \$2,151.45          |                                            |                                              |
| Wheatfield                                        | \$61.90           | \$1,132.76          |                                            |                                              |
| <b>LIB. IMPROV. RESERVE FUND: .....</b>           |                   |                     | \$16.42                                    | \$65.66                                      |
| Interest Earned                                   | \$16.42           | \$65.66             |                                            |                                              |
| Transfer from OPERATING                           | \$0.00            | \$0.00              |                                            |                                              |
| <b>BOND &amp; INTEREST REDEMPTION FUND:</b>       |                   |                     | \$0.00                                     | \$0.00                                       |
| Property Tax                                      | \$0.00            | \$0.00              |                                            |                                              |
| License Excise Tax                                | \$0.00            | \$0.00              |                                            |                                              |
| Financial Institution Tax                         | \$0.00            | \$0.00              |                                            |                                              |
| CVET(Commercial Vehicle Excise)                   | \$0.00            | \$0.00              |                                            |                                              |
| Interfund Transfer                                | \$0.00            | \$0.00              |                                            |                                              |
| <b>RAINY DAY FUND:</b>                            |                   |                     | \$0.00                                     | \$0.00                                       |
| Special CAGIT Distribution                        | \$0.00            | \$0.00              |                                            |                                              |
| Interest Earned                                   | \$0.00            | \$0.00              |                                            |                                              |
| <b>STATE TECHNOLOGY FUND GRANT FUND:-.....</b>    |                   |                     | \$0.00                                     | \$9,733.00                                   |
| <b>CAPITAL PROJECTS FUND:</b>                     |                   |                     | \$3.66                                     | \$14.63                                      |
| Interest Earned                                   | \$3.66            | \$14.63             |                                            |                                              |
| Property Tax                                      | \$0.00            | \$0.00              |                                            |                                              |
| License Excise Tax                                | \$0.00            | \$0.00              |                                            |                                              |
| Financial Institution Tax                         | \$0.00            | \$0.00              |                                            |                                              |
| CVET(Commercial Vehicle Excise)                   | \$0.00            | \$0.00              |                                            |                                              |
| Interfund Transfer                                | \$0.00            | \$0.00              |                                            |                                              |
| <b>HOST/HOSPITALITY FUND:.....</b>                |                   |                     | \$0.00                                     | \$0.00                                       |
| <b>LEVY EXCESS FUND:.....</b>                     |                   |                     | \$0.00                                     | \$0.00                                       |
| <b>SALES TAX:.....</b>                            |                   |                     | \$21.28                                    | \$71.83                                      |
| <b>CASH CHANGE FUND</b>                           |                   |                     | \$0.00                                     | \$0.00                                       |
| <b>INSURANCE REFUND FUND:</b>                     |                   |                     | \$0.00                                     | \$0.00                                       |
| Interfund Transfer                                | \$0.00            | \$0.00              |                                            |                                              |
| <b>INSURANCE SETTLEMENT FUND</b>                  |                   |                     | \$0.00                                     | \$7,465.94                                   |
| <b>SUB-TOTAL (page 1).....</b>                    |                   |                     | <b>\$135,478.49</b>                        | <b>\$353,293.04</b>                          |

**WITHHOLDING ACCOUNT FUNDS:**

|                         |            |             |             |              |
|-------------------------|------------|-------------|-------------|--------------|
| FIT Tax Collected       | \$7,994.94 | \$30,030.06 | \$29,787.60 | \$114,101.82 |
| FICA Collected          | \$7,413.94 | \$28,546.80 |             |              |
| State Tax Collected     | \$3,532.46 | \$13,293.14 |             |              |
| County Tax Collected    | \$2,755.97 | \$10,558.71 |             |              |
| Deferred Comp Plan      | \$1,890.00 | \$7,560.00  |             |              |
| Pre-tax Insurance Plans | \$3,016.94 | \$11,916.61 |             |              |
| Life Insurance          | \$217.92   | \$877.68    |             |              |
| INPRS                   | \$2,965.43 | \$11,210.82 |             |              |
| Garnishments            | \$0.00     | \$108.00    |             |              |
| Credit Union            | \$0.00     | \$0.00      |             |              |

|                                        |  |  |                     |                     |
|----------------------------------------|--|--|---------------------|---------------------|
| <b>TOTAL RECEIPTS - ALL FUNDS.....</b> |  |  | <b>\$165,266.09</b> | <b>\$467,394.86</b> |
|----------------------------------------|--|--|---------------------|---------------------|



F6a

**Voucher List**  
**Jasper County Public Library**

**Report Date: From 5/1/15 To 5/11/15**

| <b>Warrant Number</b> | <b>Claim Number</b> | <b>Name of Claimant</b>   | <b>Date</b> | <b>Explanation</b>                                                                                                                                                                                 | <b>Total</b> |
|-----------------------|---------------------|---------------------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 33850                 | 347                 | AARON'S LAWN CARE         | 5/11/15     | Spring Clean-up, mowing, edging                                                                                                                                                                    | \$1,181.00   |
| 33851                 | 348                 | ANTHEM BLUE CROSS BLUE    | 5/11/15     | Health Insurance premiums- May 2015                                                                                                                                                                | \$11,598.08  |
| 33852                 | 349                 | ANTHEM BLUE CROSS BLUE    | 5/11/15     | May Cobra premiums for B. Thompson                                                                                                                                                                 | \$682.24     |
| 33853                 | 350                 | ANTHEM LIFE               | 5/11/15     | Life Insurance premiums- May 2015                                                                                                                                                                  | \$118.62     |
| 33854                 | 351                 | BAKER & TAYLOR            | 5/11/15     | Books, Continuations, AV, Auto. Yours                                                                                                                                                              | \$16,673.05  |
| 33855                 | 352                 | BAKER & TAYLOR ENTERTAIN  | 5/11/15     | DVDs                                                                                                                                                                                               | \$1,239.35   |
| 33849                 | 353                 | A. E. BOYCE COMPANY, INC. | 5/11/15     | Checks, accounts payable vouchers, service records                                                                                                                                                 | \$365.54     |
| 33856                 | 354                 | BROWN'S GARDEN & FLORAL   | 5/11/15     | Rens: Ash Tree Treatment                                                                                                                                                                           | \$195.00     |
| 33857                 | 355                 | BUSINESS CARD             | 5/11/15     | Backgrounds checks, Summer Reading supplies, vacuum bags, books, AV returns, B2B expenses, Library Visit expenses, YA counterparts expenses, locks, toilet seat, wheelbarrows, step ladder, shovel | \$359.58     |
| 33858                 | 356                 | CAPSTONE PRESS, INC       | 5/11/15     | Book                                                                                                                                                                                               | \$19.99      |
| 33859                 | 357                 | CARDINAL OFFICE PRODUCT   | 5/11/15     | DeM: Quarterly maintenance agreement on work room copier 1/21/15-4/21/15                                                                                                                           | \$663.41     |
| 33860                 | 358                 | CARRIAGE PAPER PRODUCT    | 5/11/15     | Receipt paper rolls                                                                                                                                                                                | \$299.41     |
| 33861                 | 359                 | CAVENDISH SQUARE PUBLIS   | 5/11/15     | Books                                                                                                                                                                                              | \$1,353.75   |
| 33862                 | 360                 | CHICAGO TRIBUNE           | 5/11/15     | Wh: Newspaper subscription Acct# 43113043                                                                                                                                                          | \$259.74     |
| 33863                 | 361                 | CULLIGAN WATER CONDITIO   | 5/11/15     | Wh: Water Cooler Rental-May 2015                                                                                                                                                                   | \$9.95       |
| 33864                 | 362                 | DAVIDSON TITLES INC.      | 5/11/15     | Books                                                                                                                                                                                              | \$1,483.88   |
| 33865                 | 363                 | DELTA DENTAL              | 5/11/15     | Dental Insurance premiums- May 2015                                                                                                                                                                | \$493.17     |
| 33866                 | 364                 | DEMOTTE GLASS, INC        | 5/11/15     | Glass desk top                                                                                                                                                                                     | \$280.00     |
| 33867                 | 365                 | DIANE OPOLSKI             | 5/11/15     | Mileage 1/29-4/30/15: ASK meetings, Database meeting, Positivity meeting                                                                                                                           | \$56.35      |
| 33868                 | 366                 | DONNA BARKO               | 5/11/15     | Mileage 2/24-4/22/15: Bank deposits, Post Office, new employee orientations                                                                                                                        | \$71.47      |
| 33869                 | 367                 | ENA SERVICES LLC          | 5/11/15     | Internet service fo April 2015                                                                                                                                                                     | \$1,551.95   |
| 33870                 | 368                 | FAEGRE BAKER DANIELS LLP  | 5/11/15     | Legal Assistance on personnel matters                                                                                                                                                              | \$395.00     |
| 33871                 | 369                 | FINDAWAY WORLD, LLC       | 5/11/15     | Playaways, Playaway Views                                                                                                                                                                          | \$734.92     |
| 33872                 | 370                 | FLEX-PAC INC              | 5/11/15     | Paper towel rolls, m-folds, toilet paper                                                                                                                                                           | \$228.01     |
| 33873                 | 371                 | GALE/CENGAGE LEARNING     | 5/11/15     | Books                                                                                                                                                                                              | \$24.10      |
| 33874                 | 372                 | HP PRODUCTS               | 5/11/15     | Neutral cleaner, trash bags                                                                                                                                                                        | \$187.84     |
| 33875                 | 373                 | INDIANA WASTE SERVICE     | 5/11/15     | DeM: Trash Pick-up, May 2015                                                                                                                                                                       | \$87.70      |
| 33876                 | 374                 | JAMES M. STATON           | 5/11/15     | Earnest money for property located at 228 West 10th Street SW, DeMotte, Indiana 46310                                                                                                              | \$10,000.00  |
| 33877                 | 375                 | JANICE WILMA              | 5/11/15     | Mileage 1/23-4/30/15: Vendor meeting, Management meetings, Summer Reading program, Children's Counterparts meeting, Every Child Reads meeting, AV Shopping, YA Counterparts meeting                | \$268.53     |
| 33878                 | 376                 | LINDA POORTENGA           | 5/11/15     | Mileage 4/17-4/29/15: B2B meeting, Librarian's Council meeting                                                                                                                                     | \$78.20      |
| 33879                 | 377                 | LINDA THOMPSON            | 5/11/15     | Mileage 4/27/15: Web Presence Committee meeting                                                                                                                                                    | \$25.30      |
| 33880                 | 378                 | MANUFACTURERS' NEWS, IN   | 5/11/15     | Continuations                                                                                                                                                                                      | \$156.90     |
| 33881                 | 379                 | MARLENE BEEDLE            | 5/11/15     | IN State Library Book giveaway expenses; Mileage 4/20-4/27/15: IN State Library Book Giveaway, Web Presence Committee meeting                                                                      | \$180.48     |
| 33882                 | 380                 | MIDWEST COLLABORATIVE F   | 5/11/15     | MCLS Annual Membership Fee (7/1/15-6/30/16)                                                                                                                                                        | \$125.00     |
| 33883                 | 381                 | NETWISE RESOURCES         | 5/11/15     | Rens & Wh: staff copiers quarterly service agreement; Wh: patron copier service                                                                                                                    | \$881.79     |
| 33884                 | 382                 | NITCO                     | 5/11/15     | DeM: Local Phone & Fax Service May 2015                                                                                                                                                            | \$143.60     |
| 33885                 | 383                 | OLLIS BOOK CORPORATION    | 5/11/15     | Books                                                                                                                                                                                              | \$771.65     |
| 33886                 | 384                 | PATTY STRINGFELLOW        | 5/11/15     | Mileage 4/13-4/30/15: Board meeting, Branch Visits, Librarian's Council meeting                                                                                                                    | \$112.70     |

Printed on Monday, May 11, 2015

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Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

|       |     |                           |                                                                                                                                                                            |             |
|-------|-----|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 33887 | 385 | PRECISION CONTROL SYSTE   | 5/11/15 DeM: Noise above ceiling on 2nd floor, reheat coil valve actuator bad, disconnected & replaced                                                                     | \$1,357.50  |
| 33888 | 386 | PROQUEST LLC              | 5/11/15 Rensselaer Republican Microfilm 5/1-8/31/14                                                                                                                        | \$86.18     |
| 33889 | 387 | QUILL CORPORATION         | 5/11/15 Binder, colored copy paper, flash drives, copy paper, toner cartridge, construction paper, date stamp                                                              | \$479.74    |
| 33890 | 388 | RELIABLE EXTERMINATORS, I | 5/11/15 Rens: Interior & exterior treatment                                                                                                                                | \$152.00    |
| 33891 | 389 | RENSSELAER ROTARY CLUB    | 5/11/15 March & April 2015 dues & meals                                                                                                                                    | \$96.00     |
| 33892 | 390 | REPUBLIC SERVICES #715    | 5/11/15 Wh: Trash Service- May 2015                                                                                                                                        | \$64.95     |
| 33893 | 391 | ROEING CORPORATION        | 5/11/15 Tech Maintenance Support - 2nd Installment 2015                                                                                                                    | \$7,500.00  |
| 33894 | 392 | ROSEN PUBLISHING          | 5/11/15 Books                                                                                                                                                              | \$792.85    |
| 33895 | 393 | SCHOLASTIC LIBRARY PUBLI  | 5/11/15 Books                                                                                                                                                              | \$2,469.30  |
| 0     | 394 | PAYROLL                   | 5/8/15 PAYROLL                                                                                                                                                             | \$49,799.26 |
| 0     | 395 | BILL HROMADA              | 5/8/15 Courier Mileage, 4/16/15-4/30/15 (Conf #247)                                                                                                                        | \$392.15    |
| 0     | 396 | GREAT-WEST RETIREMENT S   | 5/8/15 Annuity Withheld 5/8/15 payroll (Conf. #249)                                                                                                                        | \$1,005.00  |
| 0     | 397 | INDIANA DEPARTMENT OF RE  | 5/8/15 EFT-State & County Taxes w/held April 2015 Payrolls (Ref #71199)                                                                                                    | \$6,288.43  |
| 0     | 398 | INPRS fbo PERF            | 5/8/15 5/8/15 Payroll Contributions                                                                                                                                        | \$5,961.29  |
| 0     | 399 | IRS USA TAXPAYMENT        | 5/8/15 EFT-FICA & Federal Taxes w/held 5/8/15 (Ref #42029370)                                                                                                              | \$11,414.80 |
| 0     | 400 | TOWN OF DEMOTTE           | 5/8/15 DeM: Sewer & Water- April 2015 (conf# 248)                                                                                                                          | \$256.64    |
| 0     | 401 | TOWN OF WHEATFIELD        | 5/8/15 Wh: Sewer- May 2015 (conf# 246)                                                                                                                                     | \$56.65     |
| 33896 | 402 | SHOWCASES                 | 5/11/15 DVD cases, easy corners, easy wings                                                                                                                                | \$489.51    |
| 33897 | 403 | SVT, LLC                  | 5/11/15 Management Meeting expenses                                                                                                                                        | \$27.02     |
| 33898 | 404 | TECH LOGIC                | 5/11/15 CirtT Software Renewal- 1yr (March1-February 28)                                                                                                                   | \$1,200.00  |
| 33899 | 405 | UPSTART                   | 5/11/15 Summer Reading supplies                                                                                                                                            | \$790.93    |
| 33900 | 406 | VISION SERVICE PLAN- (IN) | 5/11/15 Vision Insurance Premiums- May 2015                                                                                                                                | \$202.81    |
| 33901 | 407 | WALL STREET JOURNAL       | 5/11/15 Wh: 1 year newspaper subscription                                                                                                                                  | \$448.40    |
| 33902 | 408 | WAL-MART COMMUNITY/RFC    | 5/11/15 DVDs, CDs, books, wipes, magnets, batteries, d-con, plastic storage containers, children's supplies, cleaning supplies                                             | \$3,434.38  |
| 33903 | 409 | YVONNE DEL VECCHIO        | 5/11/15 Mileage 3/4-4/30/15: deliver newsletter, Walking Books, Book Club                                                                                                  | \$33.41     |
| 33904 | 410 | ACE HARDWARE              | 5/11/15 Paint supplies, glass cleaner, swiffer, keys, frog tape, hook ladder screws, weed killer, hooks                                                                    | \$92.44     |
| 0     | 411 | ALLIANCE BANK             | 5/11/15 Direct Deposit Fees April 2015                                                                                                                                     | \$36.30     |
| 33905 | 412 | CENTURYLINK               | 5/11/15 Rens: Local phone & fax service- May 2015                                                                                                                          | \$123.75    |
| 33906 | 413 | COMMUNITY MEDIA GROUP, I  | 5/11/15 Rensselaer Republican Subscription, Acct# 0038530                                                                                                                  | \$135.00    |
| 33907 | 414 | DEBORAH KRISTOFF          | 5/11/15 Mileage 3/24-4/29/15: Reference Counterparts meeting, Management meeting, introduce new children's librarian to staff, Library Visits, Librarian's Council meeting | \$323.15    |
| 33908 | 415 | DUMAS & MAHNESMITH P.C.   | 5/11/15 Legal Assistance: Property Purchase                                                                                                                                | \$617.50    |
| 33909 | 416 | HERITAGE OFFICE PRODUCT   | 5/11/15 Nametags                                                                                                                                                           | \$57.50     |
| 33910 | 417 | MELISSA J. WIDNER         | 5/11/15 Poetry program prize                                                                                                                                               | \$28.85     |
| 33911 | 418 | NIPSCO                    | 5/11/15 DeM & Wh: Gas & Electric Service                                                                                                                                   | \$5,302.50  |
| 33913 | 419 | OLLIS BOOK CORPORATION    | 5/11/15 Books                                                                                                                                                              | \$1,341.30  |
| 33912 | 420 | OFFICE DEPOT              | 5/11/15 Washable crayons, binders, envelopes, chairmats, contact paper, canned air, dividers, DVD/CD file folders, construction paper, card stock                          | \$448.36    |
| 33914 | 421 | POST TRIBUNE              | 5/11/15 Wh: Newspaper subscription Acct# 34235730                                                                                                                          | \$195.00    |
| 0     | 422 | SAGE PAYMENT SOLUTIONS    | 5/11/15 Merchant Processing Fees- April 2015 (automatic withdrawal on 5/4/15); PCI non compliance fee                                                                      | \$158.44    |
| 33915 | 423 | TRUGREEN PROCESSING CE    | 5/11/15 DeM & Wh: Lawn Service                                                                                                                                             | \$160.00    |
| 33916 | 424 | UNIQUE MANAGEMENT SERVI   | 5/11/15 Collections: Initial/Secondary Placements- April 2015                                                                                                              | \$53.70     |

F6c

| <i>Warrant<br/>Number</i>     | <i>Claim<br/>Number</i> | <i>Name of Claimant</i> | <i>Date</i> | <i>Explanation</i> | <i>Total</i>        |
|-------------------------------|-------------------------|-------------------------|-------------|--------------------|---------------------|
| <hr/>                         |                         |                         |             |                    | <hr/>               |
| <i>Total Amount of Claims</i> |                         |                         |             |                    | <b>\$157,230.24</b> |

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, May 11, 2015

\_\_\_\_\_  
Fiscal Officer

### ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$157,230.24

Date this 11<sup>th</sup> day of May, 2015.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.



*June*

**Agenda  
Jasper County Public Library  
Board of Trustees Meeting  
Monday, June 8, 2015, 6pm  
Rensselaer Public Library**

**Opening of Meeting**

Moment of Silence

**Approval of Consent Agenda & Consent Agenda Items**

Action

Minutes of May Board Meeting  
Bills/Financial Reports  
Salary Ordinance Update (R 7)  
Policy Review (R 10)

**General Business**

Annual Report of Webmaster (R 15)  
DeMotte Library Future Plans (R 15)  
Digital Access Card (R 15)  
2016 Budget Committee (R 16)

Information  
Information  
Information  
Information

**Director's Report** (R 15-R 18)

Information

**Items for Future Agendas**

**Public Forum**

**Adjournment**

*To inform, enrich, and empower our diverse community.*



## MINUTES

Jasper County Public Library Board of Trustees  
6:00 PM

May 11, 2015  
Rensselaer Library

**Present:** Timothy Schultz, Janelle Harper, Natalie Waling, Jody Melton, Deana George, Janet Umlauf, Mark Heinig, Patricia Stringfellow, Rayann Gilmore, Ed Dumas

**Executive Session:** The library board met in executive session to discuss an employee job performance evaluation. No other topics were discussed. Regular board meeting convened at 6:12 PM.

**Agenda & Consent Agenda Approval:** The Agenda and Consent Agenda items that included the April Board Meeting Minutes, bills/financial reports, and Salary Ordinance Update were approved on a motion by J. Melton, and seconded by D. George. Motion passed.

**DeMotte Library Future Plans:** Attorney, Ed Dumas, presented the final purchase agreement for the property located next to the DeMotte Library. The total purchase price is \$126,500, with \$9000 of that being a donation from the seller. The price that the Library will pay is \$117,500. \$10,000 earnest money is due upon signing of the agreement. The first payment of \$78,000 is due July 15, 2015 after the Library has received its spring tax draw. This payment will allow the seller to pay off the mortgage on the property. The Library will gain occupancy rights and the deed at this time. The Library will also take over insuring the property and maintenance on the property at this time. The final payment of \$29,500 is due on January 15, 2016. No interest will accrue. Ed explained that if the Board is ready to move forward with the purchase, they will need to designate P. Stringfellow to make the purchase on their behalf. P. Stringfellow explained that the finances are available to make this purchase as presented. D. George moved to authorize P. Stringfellow to be the purchaser on behalf of the Library Board, seconded by M. Heinig. Motion passed.

**Digitizing Yearbooks:** P. Stringfellow explained that in 2013 we contacted area schools inquiring if they would object to our scanning/digitizing yearbooks for archival purposes. At that time we planned to do this work in-house. Rensselaer Schools, Covenant Christian, and KV Schools all found this arrangement agreeable. At about the same time we learned about Oklahoma Correctional Industries (OCI). OCI offers free digitization to public and school libraries around the nation. They digitize yearbooks. We can ship our yearbooks to OCI who would scan them and return them to us in the same condition that they were sent. We would receive a set of DVDs containing the digital images of each yearbook which would provide patron access to digital content. Having OCI do the digitizing would save us an inordinate amount of staff time. At this time approximately 77 libraries in Indiana have used OCI's services and results have been good. We have again been in contact with the schools to explain our new plan and they have indicated that they are okay with it. We are ready to move forward with OCI, pending board approval. J. Melton moved to send the yearbooks to OCI for digitizing, seconded by J. Harper. Motion passed.

**Director's Salary 2016:** As per Board and Administration Monthly Tasks, Director's salary for 2016 is determined in open session. J. Melton moved that the Director's salary be increased at the same rate as approved for staff. M. Heinig seconded the motion. Motion passed.

**Director's Report:** Last August we had the opportunity to take two of our General Milroy Collection artifacts, a Valentine's Day Card and a Map of the Battlefield of the Cedars, Tennessee, to the Indiana State Library for some much needed conservation work. The Board gave permission for these two artifacts to be hand delivered to the Indiana State Library for restoration. We received the Battle of the Cedars Map and the Milroy Valentine back from the State Library in late April. The map has been encapsulated, dehumidified, and pressed. The valentine underwent some preservation including removal of two layers of backing and adhesive that were causing deterioration and burning of the paper. We are waiting for the final report from the State Library that will also offer suggestions for framing and temporary display.

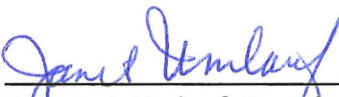
We received word that based upon responses in our 2014 Public Library Annual Report, the Indiana Library and Historical board has determined that we have met the Indiana Public Library Standards for 2014.

A butterfly garden will be created at the Rensselaer Library by children attending the Third Thursday Program in May. The children will also make a small planter of their own to take home.

Linda Poortenga, Evie Bristol, Debbie Kristoff, Becky Amalong, and P. Stringfellow visited the Wells County Public Library in late April to view a library that has moved away from the Dewey Decimal system and is now using the BISAC shelving system. This is a subject based system similar to what is used in book stores. They also visited the Nappanee Public Library to view a Maker Space. Nappanee calls their space the "Cube" and it includes a 3D printer, laminator, sewing machines, die cuts, and a machine to transfer VHS tapes to DVD.

**Adjournment:** With no further matters for discussion J. Umlauf adjourned the meeting at 6:38 PM.

  
\_\_\_\_\_  
Jody Melton, Secretary

  
\_\_\_\_\_  
Attest: J. Umlauf, President



**CIRCULATION BY HOLDINGS CODE**  
**May 2015**

| ITEM CODE                         | DEMOTTE | RENSSELAER | WHEATFIELD | TOTAL |
|-----------------------------------|---------|------------|------------|-------|
| Award Winner JBIO (DAJBIO)        | 0       | 0          | 0          | 0     |
| Award Winner JE (DAJE)            | 0       | 0          | 0          | 0     |
| Award Winner JFIC (DAJFIC)        | 12      | 1          | 0          | 13    |
| Award Winner JNF (DAJNF)          | 0       | 0          | 0          | 0     |
| Award Winner JPFIC (DAJBPF)       | 0       | 0          | 0          | 0     |
| Award Winning fiction (DAWFIC)    | 0       | 0          | 0          | 0     |
| Award Winning non-fiction (DAWNF) | 0       | 0          | 0          | 0     |
| Award Winner YAFIC (DAYAF)        | 0       | 0          | 0          | 0     |
| Award Winner YAPFIC (DAYPBF)      | 0       | 0          | 0          | 0     |
| Biography (DBIO)                  | 21      | 3          | 2          | 26    |
| Blu-Ray (DBR)                     | 141     | 3          | 1          | 145   |
| Books on CD (DBKCD)               | 178     | 6          | 3          | 187   |
| Books on Tape (DBKT)              | 0       | 0          | 0          | 0     |
| Compact Disc (DCD)                | 205     | 2          | 4          | 211   |
| Digital Audiobooks (DDA)          | 20      | 0          | 0          | 20    |
| DVD (DDVD)                        | 1121    | 21         | 5          | 1147  |
| Equipment (DEQP)                  | 33      | 0          | 0          | 33    |
| See librarian (DERR)              | 0       | 0          | 0          | 0     |
| Express Book (DEXP)               | 25      | 0          | 0          | 25    |
| Fiction (DFIC)                    | 560     | 25         | 9          | 594   |
| Fiction Fantasy (DFICF)           | 5       | 0          | 1          | 6     |
| Fiction Mystery (DFICM)           | 103     | 1          | 13         | 117   |
| Fiction New (DFICNEW)             | 332     | 10         | 7          | 349   |
| Fiction Science Fiction (DFICSF)  | 12      | 3          | 0          | 15    |
| Fiction Western (DFICW)           | 7       | 1          | 0          | 8     |
| Genealogy (DGENE)                 | 0       | 0          | 0          | 0     |
| Genealogy Mag (DGMAG)             | 0       | 0          | 0          | 0     |
| Graphic Novels (DGN)              | 101     | 2          | 0          | 103   |
| Hanging Bags (DHANG)              | 5       | 0          | 0          | 5     |
| ILL (DILL)                        | 54      | 1          | 0          | 55    |
| Internet (DINTER)                 | 777     | 0          | 0          | 777   |
| Juv. Audio book (DJAUDB)          | 27      | 1          | 0          | 28    |
| Juv. Biography (DJBIO)            | 11      | 3          | 0          | 14    |
| Juv. Book on CD (DJBKCD)          | 0       | 0          | 0          | 0     |
| Juv. Book on Tape (DJBKT)         | 0       | 0          | 0          | 0     |
| Juv. Compact Disc (DJCD)          | 27      | 0          | 0          | 27    |
| Juvenile Easy (DJE)               | 563     | 6          | 2          | 571   |
| Juv. Easy Non-fiction (DJENF)     | 50      | 1          | 0          | 51    |
| Juv. Easy Reader (DJER)           | 284     | 1          | 0          | 285   |
| Juv. Fiction (DJFIC)              | 460     | 22         | 4          | 486   |
| Juv. Holiday books (DJHOL)        | 30      | 0          | 0          | 30    |
| Juv. Magazine (DJMAG)             | 38      | 0          | 0          | 38    |
| Juv. Music Cassette (DJMC)        | 0       | 0          | 0          | 0     |
| Juv. Nonfiction (DJNF)            | 236     | 10         | 17         | 263   |
| Juv. Nonfic Text Bk (DJNFTB)      | 0       | 0          | 0          | 0     |
| Juv. Paperback fic (DJPBF)        | 0       | 0          | 0          | 0     |
| Juv. Professional Coll. (DJPRO)   | 0       | 0          | 0          | 0     |
| Juv. Reference (DJREF)            | 2       | 0          | 0          | 2     |
| Juv. Toddler (DJTOD)              | 111     | 2          | 0          | 113   |

|                                 |     |      |    |      |
|---------------------------------|-----|------|----|------|
| Large Print Fiction (DLPF)      | 190 | 2    | 4  | 196  |
| Large Print Nonfic (DLPNF)      | 13  | 1    | 1  | 15   |
| Magazine (DMAG)                 | 465 | 1    | 5  | 471  |
| Music Cassette (DMCAS)          | 0   | 0    | 0  | 0    |
| Nonfiction 000 (DNF000)         | 11  | 1    | 0  | 12   |
| Nonfiction 100 (DNF100)         | 13  | 1    | 0  | 14   |
| Nonfiction 200 (DNF200)         | 16  | 1    | 0  | 17   |
| Nonfiction 300 (DNF300)         | 26  | 8    | 2  | 36   |
| Nonfiction 400 (DNF400)         | 5   | 0    | 0  | 5    |
| Nonfiction 500 (DNF500)         | 33  | 0    | 0  | 33   |
| Nonfiction 600 (DNF600)         | 96  | 7    | 4  | 107  |
| Nonfiction 700 (DNF700)         | 32  | 4    | 0  | 36   |
| Nonfiction 800 (DNF800)         | 12  | 2    | 0  | 14   |
| Nonfiction 900 (DNF900)         | 35  | 0    | 0  | 35   |
| Nonfiction Blu-Ray (DNFBR)      | 1   | 0    | 0  | 1    |
| Nonfiction DVD (DNFDVD)         | 72  | 0    | 1  | 73   |
| Nonfiction (DNFIC)              | 0   | 0    | 0  | 0    |
| Nonfiction New (DNFNEW)         | 53  | 0    | 4  | 57   |
| Nonfiction VHS (DNFVHS)         | 0   | 0    | 0  | 0    |
| Oversize (DOVER)                | 0   | 0    | 0  | 0    |
| Professional Coll. (DPROF)      | 0   | 0    | 0  | 0    |
| Parent Shelf Juv. Fic (DPSJFic) | 0   | 0    | 0  | 0    |
| Parent Shelf Juv. NF (DPSJNF)   | 3   | 0    | 0  | 3    |
| Reference (DREF)                | 0   | 0    | 0  | 0    |
| Ref. Magazine (DRMAG)           | 0   | 0    | 0  | 0    |
| Reference Software (DRSW)       | 0   | 0    | 0  | 0    |
| Spanish Collection (DSPA)       | 9   | 0    | 0  | 9    |
| Software (DSWAR)                | 2   | 0    | 0  | 2    |
| Vertical File (DVF)             | 0   | 0    | 0  | 0    |
| VHS (DVHS)                      | 4   | 0    | 0  | 4    |
| YA Audio book (DYAUDB)          | 5   | 1    | 0  | 6    |
| YA Biography (DYAB)             | 3   | 0    | 0  | 3    |
| YA Books on CD (DYABKCD)        | 0   | 0    | 0  | 0    |
| YA Books on Tape (DYABKT)       | 0   | 0    | 0  | 0    |
| YA Fiction (DYAF)               | 151 | 10   | 12 | 173  |
| YA Music CD (DYACD)             | 0   | 0    | 0  | 0    |
| YA Nonfiction (DYANF)           | 11  | 0    | 0  | 11   |
| YA Paperback Fic (DYAPBF)       | 0   | 0    | 0  | 0    |
| Storage (DZSTO)                 | 8   | 0    | 0  | 8    |
| Award Winner JBIO (RAJBIO)      | 0   | 0    | 0  | 0    |
| Award Winner JE (RAJE)          | 0   | 0    | 0  | 0    |
| Award Winner JFIC (RAJFIC)      | 0   | 0    | 0  | 0    |
| Biography (RBIO)                | 3   | 13   | 0  | 16   |
| Blu-Ray (RBR)                   | 0   | 251  | 0  | 251  |
| Books on CD (RBKCD)             | 5   | 135  | 2  | 142  |
| Books on Tape (RBKT)            | 0   | 0    | 0  | 0    |
| Compact Disc (RCD)              | 2   | 226  | 3  | 231  |
| Digital Audiobooks (RDA)        | 1   | 21   | 0  | 22   |
| DVD (RDVD)                      | 16  | 2773 | 39 | 2828 |
| Equipment (REQP)                | 0   | 20   | 0  | 20   |
| See librarian (RERR)            | 0   | 0    | 0  | 0    |
| Express Book (REXP)             | 0   | 18   | 0  | 18   |
| Fiction (RFIC)                  | 20  | 652  | 13 | 685  |
| Fiction New (RFICNEW)           | 12  | 291  | 15 | 318  |

|                                 |    |      |    |      |
|---------------------------------|----|------|----|------|
| Genealogy (RGENE)               | 0  | 0    | 0  | 0    |
| Genealogy Mag (RGMAG)           | 0  | 0    | 0  | 0    |
| Gen. Milroy Coll (RGMIL)        | 0  | 0    | 0  | 0    |
| Graphic Novels (RGN)            | 0  | 186  | 0  | 186  |
| Hanging Bag (RHANG)             | 0  | 3    | 0  | 3    |
| ILL (RILL)                      | 0  | 85   | 2  | 87   |
| Internet (RINTER)               | 0  | 1242 | 0  | 1242 |
| Juv. Audio book (RJAUDB)        | 8  | 31   | 0  | 39   |
| Juv. Biography (RJBIO)          | 6  | 61   | 1  | 68   |
| Juv. Book on CD (RJBKCD)        | 0  | 0    | 0  | 0    |
| Juv. Book on Tape (RJBKT)       | 0  | 0    | 0  | 0    |
| Juv. Compact Disc (RJCD)        | 3  | 21   | 0  | 24   |
| Juvenile Easy (RJE)             | 9  | 414  | 2  | 425  |
| Juv. Easy Non-fiction (RJENF)   | 3  | 66   | 0  | 69   |
| Juv. Easy Reader (RJER)         | 9  | 310  | 5  | 324  |
| Juv. Fiction (RJFIC)            | 15 | 591  | 11 | 617  |
| Juv. Magazine (RJMAG)           | 2  | 20   | 0  | 22   |
| Juv. Music Cassette (RJMC)      | 0  | 0    | 0  | 0    |
| Juv. Nonfiction (RJNF)          | 8  | 358  | 10 | 376  |
| Juv. Paperback fic (RJPBF)      | 0  | 0    | 0  | 0    |
| Juv. Professional Coll. (RJPRO) | 0  | 0    | 0  | 0    |
| Juv. Reference (RJREF)          | 0  | 2    | 0  | 2    |
| Juv. Toddler (RJTOD)            | 2  | 77   | 0  | 79   |
| Large Print Fiction (RLPF)      | 20 | 234  | 7  | 261  |
| Large Print Nonfic (RLPNF)      | 1  | 9    | 0  | 10   |
| Magazine (RMAG)                 | 4  | 299  | 6  | 309  |
| Music Cassette (RMCAS)          | 0  | 0    | 0  | 0    |
| Non-Fiction 000 (RNF000)        | 0  | 3    | 1  | 4    |
| Non-Fiction 100 (RNF100)        | 1  | 26   | 0  | 27   |
| Non-Fiction 200 (RNF200)        | 4  | 24   | 1  | 29   |
| Non-Fiction 300 (RNF300)        | 8  | 51   | 3  | 62   |
| Non-Fiction 400 (RNF400)        | 0  | 5    | 0  | 5    |
| Non-Fiction 500 (RNF500)        | 2  | 34   | 0  | 36   |
| Non-Fiction 600 (RNF600)        | 12 | 160  | 6  | 178  |
| Non-Fiction 700 (RNF700)        | 0  | 64   | 0  | 64   |
| Non-Fiction 800 (RNF800)        | 1  | 10   | 0  | 11   |
| Non-Fiction 900 (RNF900)        | 3  | 45   | 3  | 51   |
| Nonfiction Blu-Ray (RNFBFR)     | 0  | 7    | 0  | 7    |
| Nonfiction DVD (RNFDVD)         | 2  | 155  | 3  | 160  |
| Nonfiction (RNFIC)              | 0  | 0    | 0  | 0    |
| Nonfiction new (RNFNEW)         | 17 | 137  | 15 | 169  |
| Nonfiction VHS (RNFVHS)         | 0  | 0    | 0  | 0    |
| Oversize (ROVER)                | 0  | 0    | 1  | 1    |
| Professional Coll. (RPRO)       | 0  | 1    | 0  | 1    |
| Reference (REF)                 | 0  | 0    | 0  | 0    |
| Reference Business (RREFB)      | 0  | 0    | 0  | 0    |
| Ref. Magazine (RRMAG)           | 0  | 0    | 0  | 0    |
| Ready Reference (RRR)           | 0  | 0    | 0  | 0    |
| Reference Software (RRSW)       | 0  | 0    | 0  | 0    |
| Spanish Collection (RSPA)       | 1  | 3    | 0  | 4    |
| Software (RSWAR)                | 0  | 15   | 0  | 15   |
| Vertical File (RVF)             | 0  | 0    | 0  | 0    |
| VHS (RVHS)                      | 0  | 0    | 0  | 0    |
| YA Audio book (RYAUDB)          | 0  | 10   | 0  | 10   |
| YA Biography (RYAB)             | 0  | 2    | 0  | 2    |

|                                  |    |     |      |      |
|----------------------------------|----|-----|------|------|
| YA Books on CD (RYABKCD)         | 0  | 0   | 0    | 0    |
| YA Books on Tape (RYABKT)        | 0  | 0   | 0    | 0    |
| YA Fiction (RYAF)                | 11 | 173 | 7    | 191  |
| YA Music CD (RYACD)              | 0  | 42  | 0    | 42   |
| YA Nonfiction (RYANF)            | 0  | 5   | 0    | 5    |
| YA Paperback Fic (RYAPBF)        | 0  | 0   | 0    | 0    |
| Storage (RZSTO)                  | 0  | 2   | 0    | 2    |
| Award Winner JE (WAJE)           | 0  | 0   | 0    | 0    |
| Biography (WBIO)                 | 1  | 1   | 11   | 13   |
| Blu-Ray (WBR)                    | 0  | 0   | 119  | 119  |
| Books on CD (WBKCD)              | 6  | 16  | 99   | 121  |
| Books on Tape (WBKT)             | 1  | 0   | 0    | 1    |
| Compact Disc (WCD)               | 4  | 3   | 92   | 99   |
| Digital Audiobooks (WDA)         | 0  | 0   | 12   | 12   |
| DVD (WDVD)                       | 8  | 26  | 1695 | 1729 |
| Equipment (WEQP)                 | 0  | 0   | 17   | 17   |
| See librarian (WERR)             | 0  | 0   | 0    | 0    |
| Express Book (WEXP)              | 1  | 0   | 16   | 17   |
| Fiction (WFIC)                   | 33 | 27  | 277  | 337  |
| Fiction Fantasy (WFICF)          | 1  | 4   | 12   | 17   |
| Fiction Mystery (WFICM)          | 2  | 5   | 30   | 37   |
| Fiction New (WFICNEW)            | 22 | 13  | 253  | 288  |
| Fiction Science Fiction (WFICSF) | 0  | 0   | 4    | 4    |
| Fiction Western (WFICW)          | 0  | 0   | 14   | 14   |
| Genealogy (WGENE)                | 0  | 0   | 0    | 0    |
| Genealogy Mag (WGMAG)            | 0  | 0   | 0    | 0    |
| Graphic Novels (WGN)             | 0  | 3   | 17   | 20   |
| Hanging Bags (WHANG)             | 0  | 0   | 3    | 3    |
| ILL (WILL)                       | 0  | 1   | 47   | 48   |
| Internet (WINTER)                | 0  | 0   | 403  | 403  |
| Juv. Audio book (WJAUDB)         | 4  | 1   | 4    | 9    |
| Juv. Biography (WJBIO)           | 2  | 2   | 7    | 11   |
| Juv. Book on CD (WJBKCD)         | 0  | 0   | 0    | 0    |
| Juv. Book on Tape (WJBKT)        | 0  | 0   | 0    | 0    |
| Juv. Compact Disc (WJCD)         | 0  | 0   | 14   | 14   |
| Juvenile Easy (WJE)              | 16 | 5   | 260  | 281  |
| Juv. Easy Non-fiction (WJENF)    | 3  | 0   | 32   | 35   |
| Juv. Easy Reader (WJER)          | 9  | 1   | 265  | 275  |
| Juv. Fiction (WJFIC)             | 24 | 21  | 327  | 372  |
| Juv. Magazine (WJMAG)            | 0  | 0   | 14   | 14   |
| Juv. Music Cassette (WJMC)       | 0  | 0   | 0    | 0    |
| Juv. Nonfiction (WJNF)           | 17 | 10  | 147  | 174  |
| Juv. Paperback fic (WJPBF)       | 0  | 0   | 0    | 0    |
| Juv. Professional Coll. (WJPRO)  | 0  | 0   | 0    | 0    |
| Juv. Reference (WJREF)           | 0  | 0   | 0    | 0    |
| Juv. Toddler (WJTOD)             | 4  | 0   | 81   | 85   |
| Large Print Fiction (WLPF)       | 13 | 7   | 93   | 113  |
| Large Print Nonfic (WLPNF)       | 2  | 0   | 5    | 7    |
| Magazine (WMAG)                  | 0  | 0   | 304  | 304  |
| Non-Fiction 000 (WNF000)         | 0  | 0   | 1    | 1    |
| Non-Fiction 100 (WNF100)         | 1  | 0   | 5    | 6    |
| Non-Fiction 200 (WNF200)         | 2  | 0   | 9    | 11   |
| Non-Fiction 300 (WNF300)         | 0  | 1   | 24   | 25   |
| Non-Fiction 400 (WNF400)         | 0  | 1   | 0    | 1    |

|                               |      |      |      |       |
|-------------------------------|------|------|------|-------|
| Non-Fiction 500 (WNF500)      | 0    | 3    | 6    | 9     |
| Non-Fiction 600 (WNF600)      | 4    | 7    | 55   | 66    |
| Non-Fiction 700 (WNF700)      | 1    | 6    | 13   | 20    |
| Non-Fiction 800 (WNF800)      | 1    | 2    | 9    | 12    |
| Non-Fiction 900 (WNF900)      | 4    | 1    | 27   | 32    |
| Nonfiction Blu-Ray (WNFBR)    | 0    | 0    | 0    | 0     |
| Nonfiction DVD (WNFDVD)       | 5    | 0    | 79   | 84    |
| Nonfiction (WNFIC)            | 0    | 0    | 0    | 0     |
| Nonfiction New (WNFNEW)       | 13   | 11   | 84   | 108   |
| Nonfiction VHS (WNFVHS)       | 0    | 0    | 0    | 0     |
| Professional Coll. (WPROF)    | 0    | 0    | 0    | 0     |
| Parent Shelf Juv. Fic (WPJF)  | 0    | 0    | 0    | 0     |
| Parent Shelf Juv. NF (WPSJNF) | 0    | 0    | 0    | 0     |
| Reference (WREF)              | 0    | 0    | 0    | 0     |
| Ref. Magazine (WRMAG)         | 0    | 0    | 0    | 0     |
| Reference Software (WRSWAR)   | 0    | 0    | 0    | 0     |
| Spanish Collection (WSPA)     | 0    | 0    | 1    | 1     |
| Software (WSWAR)              | 0    | 0    | 1    | 1     |
| Vertical File (WVF)           | 0    | 0    | 2    | 2     |
| VHS (WVHS)                    | 0    | 0    | 0    | 0     |
| YA Audio book (WYAUSB)        | 0    | 0    | 0    | 0     |
| YA Biography (WYAB)           | 0    | 0    | 2    | 2     |
| YA Books on CD (WYABKCD)      | 0    | 1    | 2    | 3     |
| YA Books on Tape (WYABKT)     | 0    | 0    | 0    | 0     |
| YA Fiction (WYAF)             | 20   | 8    | 182  | 210   |
| YA Music CD (WYACD)           | 0    | 0    | 0    | 0     |
| YA Nonfiction (WYANF)         | 1    | 3    | 10   | 14    |
| YA Paperback Fic (WYAPBF)     | 0    | 0    | 0    | 0     |
| Storage (WZSTO)               | 0    | 0    | 0    | 0     |
| TOTAL                         | 7256 | 9737 | 5443 | 22436 |

**CIRCULATION BY HOLDINGS CODE**  
**May 2015**

| ITEM CODE                         | DEMOTTE | RENSSELAER | WHEATFIELD | TOTAL |
|-----------------------------------|---------|------------|------------|-------|
| Award Winner JBIO (AJBIO)         | 0       | 0          | 0          | 0     |
| Award Winner JE (AJE)             | 0       | 0          | 0          | 0     |
| Award Winner JFIC (AJFIC)         | 12      | 1          | 0          | 13    |
| Award Winner JNF (AJNF)           | 0       | 0          | 0          | 0     |
| Award Winner JPFIC (AJPF)         | 0       | 0          | 0          | 0     |
| Award Winning fiction (AWFIC)     | 0       | 0          | 0          | 0     |
| Award Winning non-fiction (AWNFI) | 0       | 0          | 0          | 0     |
| Award Winner YAFIC (AYAF)         | 0       | 0          | 0          | 0     |
| Award Winner YAPFIC (YAYPBF)      | 0       | 0          | 0          | 0     |
| Biography (BIO)                   | 25      | 17         | 13         | 55    |
| Blu-Ray (BR)                      | 142     | 261        | 120        | 523   |
| Books on CD (BKCD)                | 189     | 157        | 104        | 450   |
| Books on Tape (BKT)               | 1       | 0          | 0          | 1     |
| Compact Disc (CD)                 | 211     | 231        | 99         | 541   |
| Digital Audiobooks (DA)           | 21      | 21         | 12         | 54    |
| DVD (DVD)                         | 1145    | 2820       | 1739       | 5704  |
| Equipment (EQP)                   | 33      | 20         | 17         | 70    |
| See librarian (ERR)               | 0       | 0          | 0          | 0     |

|                                 |     |      |     |      |
|---------------------------------|-----|------|-----|------|
| Express Book (EXP)              | 26  | 18   | 16  | 60   |
| Fiction (FIC)                   | 613 | 704  | 299 | 1616 |
| Fiction Fantasy (FICF)          | 6   | 4    | 13  | 23   |
| Fiction Mystery (FICM)          | 105 | 6    | 43  | 154  |
| Fiction New (FICNEW)            | 366 | 314  | 275 | 955  |
| Fiction Science Fiction (FICSF) | 12  | 3    | 4   | 19   |
| Fiction Western (FICW)          | 7   | 1    | 14  | 22   |
| Genealogy (GENE)                | 0   | 0    | 0   | 0    |
| Genealogy Mag (GMAG)            | 0   | 0    | 0   | 0    |
| Gen. Milroy Coll (GMIL)         | 0   | 0    | 0   | 0    |
| Graphic Novels (GN)             | 101 | 191  | 17  | 309  |
| Hanging Bags (HANG)             | 5   | 3    | 3   | 11   |
| ILL (ILL)                       | 54  | 87   | 49  | 190  |
| Internet (INTR)                 | 777 | 1242 | 403 | 2422 |
| Juv. Audio book (JAUDB)         | 39  | 33   | 4   | 76   |
| Juv. Biography (JBIO)           | 19  | 66   | 8   | 93   |
| Juv. Book on CD (JBOD)          | 0   | 0    | 0   | 0    |
| Juv. Book on Tape (JBKT)        | 0   | 0    | 0   | 0    |
| Juv. Compact Disc (JCD)         | 30  | 21   | 14  | 65   |
| Juvenile Easy (JE)              | 588 | 425  | 264 | 1277 |
| Juv. Easy Non-Fiction (JENF)    | 56  | 67   | 32  | 155  |
| Juv. Easy Reader (JER)          | 302 | 312  | 270 | 884  |
| Juv. Fiction (JFIC)             | 499 | 634  | 342 | 1475 |
| Juv. Holiday (JHOL)             | 30  | 0    | 0   | 30   |
| Juv. Magazine (JMAG)            | 40  | 20   | 14  | 74   |
| Juv. Music Cassette (JMC)       | 0   | 0    | 0   | 0    |
| Juv. Nonfiction (JNF)           | 261 | 378  | 174 | 813  |
| Juv. Nonfic Text Bk (JNFT)      | 0   | 0    | 0   | 0    |
| Juv. Paperback fic (JPBF)       | 0   | 0    | 0   | 0    |
| Juv. Professional Coll. (JPRO)  | 0   | 0    | 0   | 0    |
| Juv. Reference (JREF)           | 2   | 2    | 0   | 4    |
| Juv. Toddler (JTOD)             | 117 | 79   | 81  | 277  |
| Large Print Fiction (LPF)       | 223 | 243  | 104 | 570  |
| Large Print Nonfic (LPNF)       | 16  | 10   | 6   | 32   |
| Magazine (MAG)                  | 469 | 300  | 315 | 1084 |
| Music Cassette (MCAS)           | 0   | 0    | 0   | 0    |
| Non-Fiction 000 (NF000)         | 11  | 4    | 2   | 17   |
| Non-Fiction 100 (NF100)         | 15  | 27   | 5   | 47   |
| Non-Fiction 200 (NF200)         | 22  | 25   | 10  | 57   |
| Non-Fiction 300 (NF300)         | 34  | 60   | 29  | 123  |
| Non-Fiction 400 (NF400)         | 5   | 6    | 0   | 11   |
| Non-Fiction 500 (NF500)         | 35  | 37   | 6   | 78   |
| Non-Fiction 600 (NF600)         | 112 | 174  | 65  | 351  |
| Non-Fiction 700 (NF700)         | 33  | 74   | 13  | 120  |
| Non-Fiction 800 (NF800)         | 14  | 14   | 9   | 37   |
| Non-Fiction 900 (NF900)         | 42  | 46   | 30  | 118  |
| Non-Fiction Blu-Ray (NFBR)      | 0   | 0    | 0   | 0    |
| Non-Fiction DVD (NFDVD)         | 79  | 155  | 83  | 317  |
| Nonfiction (NFIC)               | 0   | 0    | 0   | 0    |
| Nonfiction New (NFNEW)          | 83  | 148  | 103 | 334  |
| Nonfiction VHS (NFVH)           | 0   | 0    | 0   | 0    |
| Oversize (OVER)                 | 0   | 0    | 1   | 1    |
| Professional Coll. (PROF)       | 0   | 1    | 0   | 1    |
| Parent Shelf Juv. Fic (PJF)     | 0   | 0    | 0   | 0    |
| Parent Shelf Juv. NF (PSJNF)    | 3   | 0    | 0   | 3    |

|                            |      |       |      |       |
|----------------------------|------|-------|------|-------|
| Reference (REF)            | 46   | 87    | 52   | 185   |
| Reference Business (REFB)  | 0    | 0     | 0    | 0     |
| Ref. Magazine (RMAG)       | 0    | 0     | 0    | 0     |
| Ready Reference (RRR)      | 0    | 0     | 0    | 0     |
| Reference Software (RSWAR) | 0    | 0     | 0    | 0     |
| Spanish Collection (SPA)   | 10   | 3     | 1    | 14    |
| Software (SWAR)            | 2    | 15    | 1    | 18    |
| Vertical File (VF)         | 0    | 0     | 3    | 3     |
| VHS                        | 4    | 0     | 0    | 4     |
| YA Audio book (YAUDB)      | 5    | 11    | 0    | 16    |
| YA Biography (YAB)         | 3    | 2     | 2    | 7     |
| YA Books on CD (YABKCD)    | 0    | 1     | 2    | 3     |
| YA Books on Tape (YABKT)   | 0    | 0     | 0    | 0     |
| YA Fiction (YAF)           | 182  | 191   | 201  | 574   |
| YA Music CD (YACD)         | 0    | 42    | 0    | 42    |
| YA Nonfiction (YANF)       | 12   | 8     | 10   | 30    |
| YA Paperback Fic (YAPBF)   | 0    | 0     | 0    | 0     |
| Storage (ZSTO)             | 8    | 2     | 0    | 10    |
|                            |      |       |      | 0     |
| Free reads                 | 581  | 185   | 61   | 827   |
| Games/Puzzles              | 21   | 34    | 0    | 55    |
| Talking books              | 0    | 0     | 0    | 0     |
| Assignment Shelf Books     | 0    | 0     | 0    | 0     |
| TOTAL                      | 7904 | 10043 | 5557 | 23504 |

|                                      | DeMotte | Rensselaer | Wheatfield |       |
|--------------------------------------|---------|------------|------------|-------|
| <b>ADULT BOOKS</b>                   |         |            |            |       |
| Fiction                              | 1947    | 1480       | 829        | 4256  |
| Nonfiction                           | 557     | 820        | 394        | 1771  |
| <b>CHILDREN'S BOOKS</b>              |         |            |            |       |
| Fiction                              | 1518    | 1451       | 957        | 3926  |
| Nonfiction                           | 371     | 513        | 214        | 1098  |
| <b>YA BOOKS</b>                      |         |            |            |       |
| Fiction                              | 283     | 382        | 218        | 883   |
| Nonfiction                           | 15      | 10         | 12         | 37    |
| Magazines, Adult                     | 469     | 300        | 315        | 1084  |
| Magazines, Children                  | 40      | 20         | 14         | 74    |
| Sound Recordings, adult              | 427     | 421        | 217        | 1065  |
| Sound Recordings, ch                 | 74      | 99         | 21         | 194   |
| Online databases                     | 0       | 0          | 0          | 0     |
| Software                             | 2       | 15         | 1          | 18    |
| Vertical file                        | 0       | 0          | 3          | 3     |
| VHS/DVD/Blu-Ray                      | 1370    | 3236       | 1942       | 6548  |
| Equipment                            | 33      | 20         | 17         | 70    |
| Total                                | 7106    | 8767       | 5154       | 21027 |
| <b>A-V Circulation</b>               | 1873    | 3771       | 2181       | 7825  |
| <b>A-V Circulation as % of total</b> | 26.4%   | 43.0%      | 42.3%      | 37.2% |



May 2015

|                  | DEMOTTE        |                   |                  | RENSSELAER     |                   |                  | WHEATFIELD     |                   |                  | SYSTEM         |
|------------------|----------------|-------------------|------------------|----------------|-------------------|------------------|----------------|-------------------|------------------|----------------|
|                  | Added<br>Vols. | Withdrew<br>Vols. | Circu-<br>lation | Added<br>Vols. | Withdrew<br>Vols. | Circu-<br>lation | Added<br>Vols. | Withdrew<br>Vols. | Circu-<br>lation | Total<br>Circ. |
| <hr/>            |                |                   |                  |                |                   |                  |                |                   |                  |                |
| ADULT BOOKS      |                |                   |                  |                |                   |                  |                |                   |                  |                |
| Fiction          | 83             | 1                 | 1,947            | 106            | 14                | 1,480            | 51             | 0                 | 829              | 4,256          |
| Nonfiction       | 34             | 3                 | 557              | 95             | 43                | 820              | 22             | 143               | 394              | 1,771          |
| CHILDREN'S BKS   |                |                   |                  |                |                   |                  |                |                   |                  |                |
| Fiction          | 102            | 1                 | 1,518            | 40             | 3                 | 1,451            | 22             | 1                 | 957              | 3,926          |
| Nonfiction       | 17             | 0                 | 371              | 6              | 0                 | 513              | 1              | 0                 | 214              | 1,098          |
| YA BOOKS         |                |                   |                  |                |                   |                  |                |                   |                  |                |
| Fiction          | 23             | 77                | 283              | 9              | 1                 | 382              | 15             | 0                 | 218              | 883            |
| Nonfiction       | 4              | 1                 | 15               | 0              | 0                 | 10               | 0              | 0                 | 12               | 37             |
| Magazines,Adult  |                |                   | 469              |                |                   | 300              |                |                   | 315              | 1,084          |
| Magazines, Child |                |                   | 40               |                |                   | 20               |                |                   | 14               | 74             |
| Games, Toys      |                |                   |                  |                |                   |                  |                |                   |                  | 0              |
| Sound Rec/Adult  | 22             | 3                 | 427              | 4              | 8                 | 421              | 17             | 72                | 217              | 1,065          |
| Sound Rec/Child  | 1              | 0                 | 74               | 1              | 0                 | 99               | 2              | 0                 | 21               | 194            |
| Online Databases | 0              | 0                 | 0                | 0              | 0                 | 0                | 0              | 0                 | 0                | 0              |
| Software         | 0              | 0                 | 2                | 0              | 0                 | 15               | 0              | 0                 | 1                | 18             |
| Vertical Files   | 0              | 0                 | 0                | 0              | 0                 | 0                | 0              | 0                 | 3                | 3              |
| VHS/DVD/BluRay   | 46             | 38                | 1,370            | 55             | 103               | 3,236            | 30             | 10                | 1,942            | 6,548          |
| Equipment        |                |                   | 33               |                |                   | 20               |                |                   | 17               | 70             |
| TOTAL            | 332            | 124               | 7,106            | 316            | 172               | 8,767            | 160            | 226               | 5,154            | 21,027         |

| END OF MONTH:                 | DEMOTTE | RENSSELAER | WHEATFIELD |
|-------------------------------|---------|------------|------------|
| Total Materials Owned         | 76,749  | 74,086     | 56,526     |
| Circulation Increase/Decrease | -15.1%  | -3.9%      | -2.7%      |

| MONTHLY SYSTEM STATISTICS   | 2014    | 2015    | % change |
|-----------------------------|---------|---------|----------|
| Current month's Circulation | 22,516  | 21,027  | -6.6%    |
| Jan. to date circulation    | 107,388 | 112,654 | 4.9%     |

| DEMOTTE COLLECTION                                                                                   |              | RENSSELAER COLLECTION |              | WHEATFIELD COLLECTION |                              |
|------------------------------------------------------------------------------------------------------|--------------|-----------------------|--------------|-----------------------|------------------------------|
| Start of Month                                                                                       | End of Month | Start of Month        | End of Month | Start of Month        | End of Month                 |
| Volumes                                                                                              | Volumes      | Volumes               | Volumes      | Volumes               | Volumes                      |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX |              |                       |              |                       |                              |
|                                                                                                      |              |                       |              |                       | <b>ADULT BOOKS</b>           |
| 20,252                                                                                               | 20,334       | 14,300                | 14,392       | 15,609                | 15,660 <b>Fiction</b>        |
| 20,595                                                                                               | 20,626       | 21,124                | 21,176       | 10,232                | 10,111 <b>Nonfiction</b>     |
|                                                                                                      |              |                       |              |                       | <b>CHILDREN'S BKS</b>        |
| 14,901                                                                                               | 15,002       | 13,489                | 13,526       | 11,743                | 11,764 <b>Fiction</b>        |
| 8,615                                                                                                | 8,632        | 6,783                 | 6,789        | 6,044                 | 6,045 <b>Nonfiction</b>      |
|                                                                                                      |              |                       |              |                       | <b>YA BOOKS</b>              |
| 2,505                                                                                                | 2,451        | 3,147                 | 3,155        | 2,755                 | 2,770 <b>Fiction</b>         |
| 624                                                                                                  | 627          | 765                   | 765          | 148                   | 148 <b>Nonfiction</b>        |
|                                                                                                      |              |                       |              |                       | 0 <b>Magazines,Adult</b>     |
|                                                                                                      |              |                       |              |                       | 0 <b>Magazines, Child</b>    |
| 0                                                                                                    | 0            | 20                    | 20           | 0                     | 0 <b>Games, Toys</b>         |
| 3,595                                                                                                | 3,614        | 4,286                 | 4,282        | 4,286                 | 4,231 <b>Sound Rec/Adult</b> |
| 601                                                                                                  | 602          | 615                   | 616          | 877                   | 879 <b>Sound Rec/Child</b>   |
| 18                                                                                                   | 18           | 29                    | 29           | 7                     | 7 <b>Online Databases</b>    |
| 211                                                                                                  | 211          | 308                   | 308          | -11                   | -11 <b>Software</b>          |
| -60                                                                                                  | -60          |                       |              | 4                     | 4 <b>Vertical Files</b>      |
| 4,566                                                                                                | 4,574        | 8,934                 | 8,886        | 4,841                 | 4,861 <b>VHS/DVD/Blu-ray</b> |
| 118                                                                                                  | 118          | 142                   | 142          | 57                    | 57 <b>Equipment</b>          |
| 76,541                                                                                               | 76,749       | 73,942                | 74,086       | 56,592                | 56,526 <b>TOTAL</b>          |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX |              |                       |              |                       |                              |

# JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

## May 2015

R5

|                                    | DeMotte |      | Rensselaer |      | Wheatfield |      | TOTAL | HOURS SPENT |
|------------------------------------|---------|------|------------|------|------------|------|-------|-------------|
|                                    |         | Hrs. |            | Hrs. |            | Hrs. |       |             |
| INTRALIBRARY LOANS FILLED          | 162     | 35   | 200        | 43   | 278        | 60   | 640   | 139         |
| LOCAL HISTORY                      |         |      |            |      |            |      |       |             |
| In person                          | 2       | 1    | 8          | 2    | 0          | 0    | 10    | 3           |
| Letters written                    | 3       | 3    | 2          | 2    | 0          | 0    | 5     | 5           |
| IN-HOUSE USE - HARDWARE/SOFTWARE   |         |      |            |      |            |      |       |             |
| Internet use-Wired                 | 777     | 32   | 1242       | 52   | 403        | 17   | 2422  | 101         |
| Internet use-Wireless              | 2232    |      | 3410       |      | 837        |      | 6479  |             |
| Computer software used             | 176     | 15   | 151        | 13   | 66         | 6    | 393   | 33          |
| VCR Use                            | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0           |
| Microforms                         | 13      | 2    | 8          | 1    | 0          | 0    | 21    | 3           |
| CD ROM/Online databases            | 120     | 10   | 166        | 14   | 81         | 7    | 367   | 31          |
| Typewriter use                     | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0           |
| Other equipment used               | 10      | 3    | 4          | 1    | 0          | 0    | 14    | 5           |
| OTHER LIBRARY SERVICES USED        |         |      |            |      |            |      |       |             |
| One-on-One Instruction             | 3       |      | 2          |      | 0          |      | 5     |             |
| Outreach activities                | 75      | 75   | 23         | 15   | 0          | 0    | 98    | 65          |
| Notarized documents                | 11      | 3    | 4          | 1    | 11         | 3    | 26    | 7           |
| Meeting Room Use (no. of group     | 39      | 13   | 49         | 16   | 28         | 9    | 116   | 39          |
| Study room use                     | 26      | 2    | 48         | 4    | 18         | 2    | 92    | 8           |
| Proctoring                         | 1       | 1    | 2          | 1    | 0          | 0    | 3     | 2           |
| Tax Forms distributed              | 1827    | 18   | 1409       | 14   | 0          | 0    | 3236  | 32          |
| Pull Requests                      | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0           |
| E-books downloaded                 |         |      |            |      |            |      | 1125  |             |
| IN-HOUSE USE ITEMS                 | 169     |      | 253        |      | 114        |      | 536   |             |
| SELF-CHECKOUT USE                  | 133     |      | 703        |      | 265        |      | 1101  |             |
| INTERLIBRARY LOANS                 |         |      |            |      |            |      |       |             |
| Requests made for:                 | 44      | 11   | 99         | 25   | 53         | 13   | 196   | 49          |
| Items rec'd for:                   | 46      | 23   | 87         | 44   | 52         | 26   | 185   | 93          |
| Items requested by other libraries | 0       |      | 0          |      | 0          |      | 0     |             |
| Items supplied to other libraries  | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0           |

### REGISTRATIONS

|                             |      |      |      |       |
|-----------------------------|------|------|------|-------|
| Total Borrowers             | 8073 | 8422 | 4966 | 21461 |
| Non-resident, paying        | 1    | 0    | 0    | 1     |
| PLAC card users             | 0    | 3    | 1    | 4     |
| Reciprocal borrowers        | 328  | 521  | 134  | 983   |
| Number of New Patrons Added | 47   | 34   | 20   |       |

### PROGRAMS

| DeMotte | Rensselaer | Wheatfield | TOTAL | HOURS SPENT |
|---------|------------|------------|-------|-------------|
| Hrs.    | Hrs.       | Hrs.       |       |             |

|                                            |             |            |             |            |             |            |             |            |
|--------------------------------------------|-------------|------------|-------------|------------|-------------|------------|-------------|------------|
| <b>Programs for all ages</b>               | 1           | 6          | 1           | 6          | 1           | 6          | 3           | 18         |
| <b>Children's Programs (0-13)</b>          | 15          | 90         | 16          | 96         | 13          | 78         | 44          | 264        |
| <b>Number attending</b>                    | 587         |            | 904         |            | 1063        |            | 2554        |            |
| <b>YA Programs (14-17)</b>                 | 2           | 12         | 3           | 18         | 2           | 12         | 7           | 42         |
| <b>Number attending</b>                    | 327         |            | 21          |            | 279         |            | 627         |            |
| <b>Adult Programs</b>                      | 4           | 24         | 4           | 24         | 0           | 0          | 8           | 48         |
| <b>Number attending</b>                    | 214         |            | 92          |            | 134         |            | 440         |            |
| <b>Senior Citizen Programs</b>             | 12          | 72         | 6           | 36         | 3           | 18         | 21          | 126        |
| <b>Number attending</b>                    | 169         |            | 48          |            | 42          |            | 259         |            |
| <b>Total Number of Programs</b>            | <b>34</b>   | <b>204</b> | <b>30</b>   | <b>180</b> | <b>19</b>   | <b>114</b> | <b>83</b>   | <b>498</b> |
| <b>Total Persons Attending</b>             | <b>1297</b> |            | <b>1065</b> |            | <b>1518</b> |            | <b>3880</b> |            |
| <b>Total Attending Same Month Last Yr.</b> | 847         |            | 740         |            | 1324        |            | 2911        |            |
| <b>Total Staff Hours Spent</b>             |             | 450        |             | 428        |             | 256        | 1135        | 1110       |
| <b>Total Number of In-House Program</b>    | <b>20</b>   |            | <b>25</b>   |            | <b>15</b>   |            | <b>60</b>   |            |
| <b>Total Attendance</b>                    | <b>741</b>  |            | <b>173</b>  |            | <b>156</b>  |            | <b>1070</b> |            |
| <b>Total Number of Outreach Program</b>    | <b>14</b>   |            | <b>5</b>    |            | <b>4</b>    |            | <b>23</b>   |            |
| <b>Total Attendance</b>                    | <b>556</b>  |            | <b>892</b>  |            | <b>1362</b> |            | <b>2810</b> |            |

### CIRCULATION BY PATRON CODE

| PATRONS                                | DeMotte         |               | Rensselaer      |               | Wheatfield      |               | ALL LIBRARIES   |               |
|----------------------------------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|
|                                        | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total |
| Adult                                  | 5096            | 72.0%         | 5762            | 66.1%         | 3593            | 70.4%         | 14451           | 69.2%         |
| Corporate                              | 11              | 0.2%          | 50              | 0.6%          | 0               | 0.0%          | 61              | 0.3%          |
| Juvenile 0-11                          | 38              | 0.5%          | 163             | 1.9%          | 32              | 0.6%          | 233             | 1.1%          |
| Juvenile-AV                            | 737             | 10.4%         | 1027            | 11.8%         | 597             | 11.7%         | 2361            | 11.3%         |
| Nonresident No Fee                     | 0               | 0.0%          | 0               | 0.0%          | 3               | 0.1%          | 3               | 0.0%          |
| Nonresident Fee                        | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| PLAC (state library card)              | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| Reciprocal Adult                       | 191             | 2.7%          | 442             | 5.1%          | 107             | 2.1%          | 740             | 3.5%          |
| Reciprocal Juvenile                    | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| Reciprocal Juvenile AV                 | 4               | 0.1%          | 11              | 0.1%          | 0               | 0.0%          | 15              | 0.1%          |
| Reciprocal YA                          | 0               | 0.0%          | 2               | 0.0%          | 0               | 0.0%          | 2               | 0.0%          |
| Reciprocal YA AV                       | 9               | 0.1%          | 0               | 0.0%          | 0               | 0.0%          | 9               | 0.0%          |
| School                                 | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| School AV                              | 0               | 0.0%          | 9               | 0.1%          | 0               | 0.0%          | 9               | 0.0%          |
| St. Joseph College                     | 0               | 0.0%          | 68              | 0.8%          | 0               | 0.0%          | 68              | 0.3%          |
| Staff                                  | 626             | 8.8%          | 606             | 7.0%          | 494             | 9.7%          | 1726            | 8.3%          |
| Walking books                          | 107             | 1.5%          | 89              | 1.0%          | 3               | 0.1%          | 199             | 1.0%          |
| YA 12-17                               | 4               | 0.1%          | 58              | 0.7%          | 0               | 0.0%          | 62              | 4.6%          |
| YA-AV                                  | 258             | 3.6%          | 427             | 4.9%          | 272             | 5.3%          | 957             | 4.6%          |
| <b>Total</b>                           | <b>7081</b>     |               | <b>8714</b>     |               | <b>5101</b>     |               | <b>20896</b>    |               |
| <br>All items borrowed by nonresidents | <br>204         | <br>2.9%      | <br>532         | <br>6.1%      | <br>110         | <br>2.2%      | <br>846         | <br>4.0%      |

**Salary Ordinance 2015  
Updated 6/8/15**

| Name           | Classification | Hrly Wage | Start Date | Hrs Worked | Library |
|----------------|----------------|-----------|------------|------------|---------|
| Hanna L. Orsag | Page           | \$7.25    | 6/1/15     | 10         | D       |
| Robyn Zickmund | Janitor        | \$11.59   | 5/18/15    | 15         | R       |
| Sheree Belt    | Clerk          | \$9.82    | 6/1/15     | 14         | W       |

We have hired Hanna Orsag as DeMotte Page, replacing Carlie Guritz who was promoted to Clerk. We have hired Robyn Zickmund as Rensselaer Janitor, replacing Jeremy Troike who no longer works for the library. We have hired Sheree Belt as Wheatfield Clerk, replacing Erica LeRose who no longer works for the library.

We have examined and approved the changes to the 2015 Jasper County Public Library Salary Ordinance. Dated 6/8/15.

Moh H-Z  
Natalie A. Rebling  
James H. Hurler  
Deana K. George

Timothy H. Schuch  
\_\_\_\_\_  
\_\_\_\_\_

## Internet Use and Safety Policy

Jasper County Public Library (JCPL) multi-use workstations provide access to the Internet, digital information, online catalog and Microsoft Office software.

The Internet contains a wide variety of material and opinions. Some websites contain material that may be inaccurate, defamatory, illegal or offensive to some people. Users are responsible for determining that the information they access is reliable and suited to their needs.

JCPL staff will identify on its homepage selected, particularly useful, websites. They stand ready to guide patrons in finding reliable information on the Internet. JCPL has no control over material residing on the Internet and specifically denies any responsibility for the accuracy or quality of information obtained there.

**Privacy/confidentiality:** The library cannot guarantee the confidentiality of personal information transmitted over the Internet. Users should closely guard personal information, credit card numbers, passwords, and other types of authorizations when on the Internet. Parents should instruct their children regarding safety and security when using electronic mail, social networking websites, chat rooms, and other forms of direct electronic communication and NEVER to give out personal information (name, address, phone number, etc.) online.

**Children and the Internet:** Children ages 16 and under must have parental permission to use the Internet or view materials on the Internet. Parents of minors should be aware of the existence of material which they might consider inappropriate for their children and should educate their children to be responsible Internet users. Even though an Internet filter is active on library-owned Internet workstations, parents should realize a filter is only partially effective and monitor their children's use of the Internet. The Library staff cannot determine what a parent will consider appropriate for his/her child. As a part of its Internet Use and Safety Policy the Library highly recommends that parents read Keeping Kids Safer on the Internet, a publication available on the Internet. The library strongly recommends that parents use the Internet access services provided by the library with their children and that the parents provide appropriate supervision.

Online catalog computers give access through the Internet to INSPIRE and other online databases and should only be used for those purposes. Branches with Genealogy computers allow access to the Internet for genealogical research. Genealogy computers/printers/scanners are accessible to all patrons 6<sup>th</sup> 9<sup>th</sup> grade and older. Parental consent is not required for minors.



**Individuals Using Their Own Equipment:** Wireless Internet access is available at all JCPL locations. Patrons are welcome to bring wireless devices into each of our branches, however, technical support is not available for personal devices. **Individuals using their own equipment remain subject to the terms of this policy.** Patrons need to be aware that wireless networks are inherently insecure and it is strongly recommended that they secure their computers.

**Rules for Usage:** JCPL has the right to set and enforce rules concerning the use of the Internet and to change those rules at any time, without notice. The Library may limit available bandwidth in order to ensure a minimum standard of service to all users. All users, regardless of age, are expected to abide by the following rules:

1. Some material on the Internet is abusive, profane, sexually-oriented or illegal. Accessing these materials from library computers is inappropriate and prohibited. Examples of inappropriate conduct include but are not limited to:
  - use of the Internet for illegal purposes
  - use of the Internet to send or display sexually explicit or sexually suggestive materials
  - use of the Internet to send unsolicited commercial material or spam
  - engaging in harassing behavior such as sending or posting slanderous, sexual, threatening or patently offensive messages
  - activities that could interfere with or disrupt computer users, services, or equipment
2. Copyright restrictions and licensing agreements may not be violated. All communications and information accessible via the Internet should be assumed to be private property.
3. The Library uses Internet filtering software on library-owned workstations. Federal law requires that everyone age 16 and under use the filtering software. Parents may not authorize filter disabling for their children. Adults may request that the filter be disabled for their own personal use.
4. Because the library is a public place, staff members have the authority to end an Internet session when the Internet Use and Safety Policy is violated. Internet access rights may be suspended or revoked by the JCPL staff at any time, without prior notice, for violation of the conditions of use set forth in this document. JCPL will be the sole arbiter of what constitutes abusive conduct or violation of the JCPL Internet Use and Safety Policy.
5. Use of the Internet by both patrons and staff may be monitored.



6. The Library reserves the right to limit the amount of time users may spend online. In consideration for the privilege of using JCPL's Internet access, users hereby release and hold harmless JCPL from any and all claims of any nature arising from their use, or inability to use, the Internet.

### **Internet Use Policy (for employees)**

The Internet Use and Safety Policy, as stated above, applies to both patrons and employees.

The following additional provisions apply specifically to employees.

All workplace technology--telephone systems, computers, email & voice mail systems, etc., are business equipment owned by JCPL. All communications and activities conducted on company-owned equipment are the property of the library. Employees should have no expectation of privacy when using library-owned equipment.

Passwords used by employees prevent unauthorized access by other employees but should not be construed as creating an expectation of privacy from authorized access for monitoring purposes.

Employees violating library policy with regard to use of workplace technology will be disciplined.

2/96; reviewed 6/13; revised 8/13; revised 6/15

**Director's Report  
May 2015**

**Consent Agenda**

You will be approving the minutes of the May board meeting, bills, and financial reports.

**2015 Salary Ordinance:** There are updates to the salary ordinance this month. Please see R 7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

**Policies for Review:** Three policies are up for review in June – Audiovisual Equipment Loan Policy, Internet Use and Safety Policy, and Social Media Policy. No revisions are recommended to the Audiovisual Equipment Loan Policy and Social Media Policy. Slight revisions are recommended to the Internet Use and Safety Policy. Please see attached. Most revisions have to do with making certain that when we refer to the policy within the policy we use the correct policy name. In addition we have added the adjective library-owned to more clearly define where filters are active. Lastly we have changed from 6<sup>th</sup> to 9<sup>th</sup> grade the age range that may access genealogy computers. This revision is necessary due to a revision in our Microfilm Reader/Scanner/Printer Policy that occurred earlier this year. Now both policies contain the same age range. Please see R 10. **If you approve the Consent Agenda Items you will approve revisions to the Internet Use and Safety Policy as presented.**

**General Business:**

**Annual Report of Webmaster:** Our webmaster will share library website success stories and/or impacts in her annual report.

**DeMotte Library Future Plans:** Copies of our signed purchase agreement are on file in the Business Office, and we have paid our earnest money. We are on schedule for our July payment. Because our final payment occurs in January 2016 we do have to declare debt to our taxpayers via the Gateway so we have made the appropriate entries. The purchase agreement states that we are responsible for insurance, utilities, and maintenance effective July 15. I have received a quote with actual cash value settlement from our insurance agent. For \$125,000 coverage on the dwelling, \$1million in liability, vacant permit, and a \$1000 deductible the annual premium is \$729. Does the board wish to add this coverage? Our parking lot lease with KV Schools expires in June 2016. If the school board is willing do you wish to renew?

**Digital Access Card:** Earlier this spring I shared with you our plans to provide a Digital Access Card to school students in our service area, to encourage use of our e-services, namely e-books and databases. Our workgroup has met, and we

are in the midst of working out the details for this service but hope to launch it this fall, either August 1 or September 1.

2016 Budget Committee: We will meet with our DLGF Field Rep on July 10 to review budget paperwork. This means that we will need to meet with the Budget Committee July 9 to review budget recommendations. Committee members include: Deana George, chair; Janet Umlauf; and Mark Heinig. We need to establish a time for this meeting on July 9.

### **Director's Report:**

Long Range Plan/Technology Plan Update: since our last review we have completed fiber install at Wheatfield; researched new credit card chip reader terminal for compliance deadline of 10/1/15; set up JCPL Instagram account to connect with her teen patrons; replaced Internet router with upgraded equipment; continued server migration project – DeMotte and Wheatfield servers replaced, began configuring backup server, continued preparing mail server; filed e-rate applications for 2015; added many new and updated documents to Intranet; repurposed Wheatfield Multi-use PC to be a staff workroom PC; purchased 3 receipt printers to test LS2Staff; began testing LS2Staff; began researching e-device checkout; continued replacing flood-damaged PCs; viewed various webinars; hired twelve-hour maintenance person at each library; added DVD shelving at Wheatfield library; visited Wells County Public Library and Nappanee Public Library to check out BISAC and maker space; visited our local schools to promote summer reading; attended various local meetings (Rotary, Chamber, etc.); created second study room at Wheatfield Library (repurposed computer room); celebrated National Library Week; attended ISL Government Information Day; made quarterly DeMotte Town newsletter available within the library; attended various counterparts meetings; received restored Milroy artifacts from ISL; participated in local festivals to promote the library; made space for supervised visits, and sent a copy of "The Supplement to Mt. Calvary Cemetery: 1991-2002," to St. Augustine.

Staff continues to be busy preparing for Summer Reading! This year's theme is *Every Hero Has a Story* for younger readers, *Unmask!* for teens, and *Escape the Ordinary* for adults. Our Friends groups and many local merchants have provided funds for food and prizes. Staff has done an excellent job of promoting this program through school visits, press releases, in-house signage, our web page, and Facebook.

## **System Administrator News**

Sheila reports that she “finished migrating backups to the new backup server, finished labeling network equipment on racks in the server room, replaced Sophos Firewall with a newer, faster, and more expandable model, and migrated mail to new mail server.” She also researched yearbook digitization online display and met with our webmaster to discuss potential plans.

Ten service requests opened and 13 service requests closed.

## **Technical Services News**

Becky reports that she “worked with Linda P. to troubleshoot some TLC problems regarding fine calculations. <They> believe <they> have resolved them... <they> realized we weren't set up to make changes to our preferences, but the necessary changes were made so that we can now set things up to our liking.”

Becky also reports that she “worked with TLC regarding deletion of unused Holding Codes. This is a multi-step process, and we are still in the beginning stages of it.”

## **DeMotte Library News**

Debbie reports that she “passed out little surprises to the parents waiting to drop their children off for school. “Just a little hello from the DeMotte Library! We hope you have a WONDERFUL DAY!!” was the little note distributed with a small hand held game to play with in the car while waiting for the drop off time. It was very interesting to see the different reactions of parents as we shared a little “sunshine” with them.”

Debbie continues, “We are touching the community: (1) overheard in one of our youth programs: “This is so cool. You are a super Librarian!” and (2) a special needs child opened up to Karla during a craft and the mother was so pleased about her child's actions and (3) at the circ desk: “I enjoy coming to this library, you all make me feel happy even on a rainy day”.

## **Rensselaer Library News**

We did receive our Condition and Treatment Report from the Indiana State Library Preservation Department. Emily Duran summarizes, “Battle of the Cedars Map: Before treatment the item was folded and torn at most of the joints with discolorization. Item went through a process of humidification and stabilized with encapsulation and Permalife. Item should be framed with UV protective glass or acrylic. Milroy Valentine: before treatment the item was ripped and lined with cloth and cardboard (attached with three different kinds of tapes). The paper was tenting, ripped, dirty, and discolored. Surface was cleaned and removed from

backing, humidified and pressed, mended with Japanese paper and wheat starch paste. Item should be framed and stored out of the light." The complete report is on file in the Business Office.

Linda reports, "... Becky <and I> mentored a West Central High School Sr that was required to perform 6 hours of service for her government class. The student had expressed that she is planning on taking Library Technician classes at Ivy Tech, therefore we gave her a sampling of Public and Technical Services tasks to complete."

### **Wheatfield Library News**

Evie attended Government Information day at the Indiana State Library along with several other staff members and continued weeding the non-fiction collection. Our 'Growing Up in Jasper County' author program was well attended.

Our maintenance man is sprucing up the landscaped areas with fill dirt and mulch.

***Please contact me if you are unable to attend the June board meeting or if you have any questions about materials in your packet.-Patty***

## JCPL FINANCIAL STATEMENT

May 31, 2015

|                                                | <u>Beginning<br/>2015<br/>Balance</u> | <u>Current<br/>Month<br/>Disbursements</u> | <u>Y-T-D<br/>Disbursements</u> | <u>Current<br/>Month<br/>Receipts</u> | <u>Y-T-D<br/>Receipts</u> | <u>Ending<br/>Balance</u> |
|------------------------------------------------|---------------------------------------|--------------------------------------------|--------------------------------|---------------------------------------|---------------------------|---------------------------|
| <b>Operating Fund</b>                          | \$623,237.03                          | <b>\$187,155.34</b>                        | \$861,990.55                   | <b>\$543,273.69</b>                   | \$875,043.08              | <b>\$636,289.56</b>       |
| <b>Public Library Access Card Fund</b>         | \$50.00                               | <b>\$0.00</b>                              | \$50.00                        | <b>\$0.00</b>                         | \$0.00                    | <b>\$0.00</b>             |
| <b>Gift Fund</b>                               | \$9,969.20                            | \$980.38                                   | \$3,411.98                     | \$4,385.75                            | \$8,558.34                | <b>\$15,115.56</b>        |
| DeMotte                                        | \$2,381.86                            | <b>\$320.96</b>                            | \$1,063.79                     | <b>\$2,440.75</b>                     | \$3,329.13                | <b>\$4,647.20</b>         |
| Rensselaer                                     | \$5,613.14                            | <b>\$548.74</b>                            | \$1,182.04                     | <b>\$725.00</b>                       | \$2,876.45                | <b>\$7,307.55</b>         |
| Wheatfield                                     | \$1,974.20                            | <b>\$110.68</b>                            | \$1,166.15                     | <b>\$1,220.00</b>                     | \$2,352.76                | <b>\$3,160.81</b>         |
| <b>Library Improvement Reserve Fund</b>        | \$199,707.47                          | <b>\$10,000.00</b>                         | \$10,000.00                    | <b>\$15.44</b>                        | \$81.10                   | <b>\$189,788.57</b>       |
| <b>Bond &amp; Interest Redemption Fund</b>     | \$175,352.75                          | <b>\$0.00</b>                              | \$162,106.25                   | <b>\$118,973.89</b>                   | \$118,973.89              | <b>\$132,220.39</b>       |
| <b>Rainy Day Fund</b>                          | \$308,914.76                          | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$308,914.76</b>       |
| Includes Investments of: <b>\$275,000.00</b>   |                                       |                                            |                                |                                       |                           |                           |
| <b>State Technology Fund Grant Fund</b>        | \$0.00                                | <b>\$1,551.95</b>                          | \$5,934.95                     | <b>\$0.00</b>                         | \$9,733.00                | <b>\$3,798.05</b>         |
| <b>Capital Projects Fund</b>                   | \$1,269,492.71                        | <b>\$0.00</b>                              | \$0.00                         | <b>\$3.54</b>                         | \$18.17                   | <b>\$1,269,510.88</b>     |
| Includes Investments of: <b>\$1,225,000.00</b> |                                       |                                            |                                |                                       |                           |                           |
| <b>Host/Hospitality Fund</b>                   | \$0.00                                | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$0.00</b>             |
| <b>Levy Excess Fund</b>                        | \$8,497.60                            | <b>\$0.00</b>                              | \$8,399.00                     | <b>\$0.00</b>                         | \$0.00                    | <b>\$98.60</b>            |
| <b>Sales Tax</b>                               | \$127.05                              | <b>\$0.00</b>                              | \$128.00                       | <b>\$11.13</b>                        | \$82.96                   | <b>\$82.01</b>            |
| <b>Construction Fund</b>                       | \$0.00                                | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$0.00</b>             |
| <b>Petty Cash Funds</b>                        | \$120.00                              | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$120.00</b>           |
| <b>Cash Change Fund</b>                        | \$150.00                              | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$150.00</b>           |
| <b>Insurance Refund Fund</b>                   | \$0.00                                | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$0.00</b>             |
| <b>Insurance Settlement Fund</b>               | \$12,301.81                           | <b>\$280.00</b>                            | \$5,180.83                     | <b>\$0.00</b>                         | \$7,465.94                | <b>\$14,586.92</b>        |
| <b>Payroll Withholding Accts.</b>              |                                       |                                            |                                |                                       |                           |                           |
| FIT Tax Collected                              | \$0.00                                | <b>\$7,950.94</b>                          | \$37,981.00                    | <b>\$7,950.94</b>                     | \$37,981.00               | <b>\$0.00</b>             |
| FICA Tax Collected                             | \$0.00                                | <b>\$7,397.40</b>                          | \$35,944.20                    | <b>\$7,397.40</b>                     | \$35,944.20               | <b>\$0.00</b>             |
| State Tax Collected                            | \$3,176.93                            | <b>\$3,532.46</b>                          | \$16,470.12                    | <b>\$3,534.40</b>                     | \$16,827.54               | <b>\$3,534.35</b>         |
| County Tax Collected                           | \$2,485.61                            | <b>\$2,755.97</b>                          | \$13,044.27                    | <b>\$2,757.93</b>                     | \$13,316.64               | <b>\$2,757.98</b>         |
| Deferred Comp.                                 | \$0.00                                | <b>\$2,010.00</b>                          | \$9,570.00                     | <b>\$2,010.00</b>                     | \$9,570.00                | <b>\$0.00</b>             |
| #125 Pre-tax Plan                              | \$5.76                                | <b>\$3,016.89</b>                          | \$14,937.83                    | <b>\$3,016.94</b>                     | \$14,933.55               | <b>\$1.48</b>             |
| Employee Life Insur.                           | \$0.72                                | <b>\$222.24</b>                            | \$1,097.04                     | <b>\$217.92</b>                       | \$1,095.60                | <b>(\$0.72)</b>           |
| Employee INPRS                                 | \$0.00                                | <b>\$2,985.34</b>                          | \$14,634.16                    | <b>\$3,336.79</b>                     | \$14,547.61               | <b>(\$86.55)</b>          |
| Garnishments                                   | \$0.00                                | <b>\$0.00</b>                              | \$108.00                       | <b>\$0.00</b>                         | \$108.00                  | <b>\$0.00</b>             |
| Credit Union                                   | \$0.00                                | <b>\$43.28</b>                             | \$43.28                        | <b>\$43.28</b>                        | \$43.28                   | <b>\$0.00</b>             |
| EIC                                            | \$0.00                                | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$0.00</b>             |
| <b>TOTAL ALL FUNDS.....</b>                    | <b>\$2,613,589.40</b>                 | <b>\$229,882.19</b>                        | <b>\$1,201,031.46</b>          | <b>\$696,929.04</b>                   | <b>\$1,164,323.90</b>     | <b>\$2,576,881.84</b>     |

**Bank Balances**  
**Jasper County Public Library**  
**Report as of: 5/31/15**

| <b>Bank</b> |                                    |                |
|-------------|------------------------------------|----------------|
| 1           | Alliance Bank                      | \$1,050,292.01 |
| 2           | Demotte State Bank                 | \$14,645.10    |
| 4           | PNC Bank                           | \$11,674.73    |
| 5           | Cash On Hand                       | \$270.00       |
| 9           | Fifth Third Bank CD#002-0668762355 | \$275,000.00   |
| 10          | Fifth Third Bank CD#002-0668762363 | \$725,000.00   |
| 6           | Fifth Third Bank CD#002-0668786509 | \$500,000.00   |

**Total all banks = \$2,576,881.84**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.



# Appropriation Report for 100 OPERATING FUND

## Jasper County Public Library

Report Date: From 5/1/15 To 5/31/15

| Account # Description               | Annual Appropriation | Change to Appropriation | Current Appropriation | Disbursements This Month | Disbursements YTD | Balance      | Percent |
|-------------------------------------|----------------------|-------------------------|-----------------------|--------------------------|-------------------|--------------|---------|
| <i>1. Personal Services</i>         |                      |                         |                       |                          |                   |              |         |
| 1.11 SALARY OF LIBRARIAN            | \$65,582.00          | \$0.00                  | \$65,582.00           | \$5,465.20               | \$27,246.27       | \$38,335.73  | 41.5    |
| 1.12 SALARY OF ASSISTANTS           | \$1,082,897.00       | \$0.00                  | \$1,082,897.00        | \$88,129.57              | \$431,007.32      | \$651,889.68 | 39.8    |
| 1.13 WAGES OF JANITORS              | \$68,692.00          | \$0.00                  | \$68,692.00           | \$5,831.02               | \$25,101.29       | \$43,590.71  | 36.5    |
| 1.21 EMPLOYER'S SHARE-FICA          | \$93,114.00          | \$0.00                  | \$93,114.00           | \$7,397.41               | \$35,944.10       | \$57,169.90  | 38.6    |
| 1.22 UNEMPLOYMENT COMPENSATION      | \$3,544.00           | \$0.00                  | \$3,544.00            | \$0.00                   | \$2,193.86        | \$1,350.14   | 61.9    |
| 1.23 EMPLOYER'S CONTRIB.- PERF      | \$108,799.00         | \$0.00                  | \$108,799.00          | \$8,912.67               | \$43,628.73       | \$65,170.27  | 40.1    |
| 1.24 EMPLOYER'S CONTRIB.- INS.      | \$132,389.00         | \$0.00                  | \$132,389.00          | \$10,402.33              | \$52,243.31       | \$80,145.69  | 39.5    |
| Subtotal                            | \$1,555,017.00       |                         | \$1,555,017.00        | \$126,138.20             | \$617,364.88      | \$937,652.12 | 39.7    |
| <i>2. Supplies</i>                  |                      |                         |                       |                          |                   |              |         |
| 2.11 OFFICIAL RECORDS               | \$600.00             | \$0.00                  | \$600.00              | \$365.54                 | \$365.54          | \$234.46     | 60.9    |
| 2.12 STATIONERY AND PRINTING        | \$550.00             | \$0.00                  | \$550.00              | \$0.00                   | \$187.17          | \$362.83     | 34.0    |
| 2.13 OTHER OFFICE SUPPLIES          | \$7,500.00           | \$0.00                  | \$7,500.00            | \$1,180.21               | \$4,542.13        | \$2,957.87   | 60.6    |
| 2.21 CLEANING & SANITATION SUPPLIES | \$6,000.00           | \$0.00                  | \$6,000.00            | \$453.24                 | \$2,216.15        | \$3,783.85   | 36.9    |
| 2.23 OTHER OPERATING SUPPLIES       | \$7,000.00           | \$0.00                  | \$7,000.00            | \$189.72                 | \$1,994.31        | \$5,005.69   | 28.5    |
| 2.31 BUILDING MATERIALS & SUPPLIES  | \$1,000.00           | \$0.00                  | \$1,000.00            | \$0.00                   | \$12.68           | \$987.32     | 1.3     |
| 2.32 PAINT AND PAINTING SUPPLIES    | \$200.00             | \$0.00                  | \$200.00              | \$10.97                  | \$91.81           | \$108.19     | 45.9    |
| 2.33 REPAIR PARTS                   | \$2,000.00           | \$0.00                  | \$2,000.00            | \$0.00                   | \$460.10          | \$1,539.90   | 23.0    |
| 2.41 LIBRARY SUPPLIES               | \$14,900.00          | \$0.00                  | \$14,900.00           | \$716.63                 | \$4,563.65        | \$10,336.35  | 30.6    |

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| <i>Account # Description</i>         | <i>Annual<br/>Appropriation</i> | <i>Change to<br/>Appropriation</i> | <i>Current<br/>Appropriation</i> | <i>Disbursements<br/>This Month</i> | <i>Disbursements<br/>YTD</i> | <i>Balance</i>     | <i>Percent</i> |
|--------------------------------------|---------------------------------|------------------------------------|----------------------------------|-------------------------------------|------------------------------|--------------------|----------------|
| 2.42 MARKETING SUPPLIES              | \$50.00                         | \$0.00                             | \$50.00                          | \$0.00                              | \$0.00                       | \$50.00            | 0.0            |
| <b>Subtotal</b>                      | <b>\$39,800.00</b>              |                                    | <b>\$39,800.00</b>               | <b>\$2,916.31</b>                   | <b>\$14,433.54</b>           | <b>\$25,366.46</b> | <b>36.3</b>    |
| <i>3. Other Services and Charges</i> |                                 |                                    |                                  |                                     |                              |                    |                |
| 3.13 LEGAL SERVICES                  | \$5,000.00                      | \$0.00                             | \$5,000.00                       | \$1,012.50                          | \$2,888.50                   | \$2,111.50         | 57.8           |
| 3.14 OTHER PROFESSIONAL SERVICES     | \$6,500.00                      | \$0.00                             | \$6,500.00                       | \$32.64                             | \$1,793.92                   | \$4,706.08         | 27.6           |
| 3.145 DATABASES & LICENSING SERVICES | \$26,620.00                     | \$0.00                             | \$26,620.00                      | \$0.00                              | \$4,246.25                   | \$22,373.75        | 16.0           |
| 3.146 E-BOOKS SERVICES               | \$18,700.00                     | \$0.00                             | \$18,700.00                      | \$0.00                              | \$3,000.00                   | \$15,700.00        | 16.0           |
| 3.21 TELEPHONE                       | \$4,200.00                      | \$0.00                             | \$4,200.00                       | \$281.89                            | \$1,054.12                   | \$3,145.88         | 25.1           |
| 3.22 POSTAGE                         | \$3,000.00                      | \$0.00                             | \$3,000.00                       | \$0.00                              | \$591.95                     | \$2,408.05         | 19.7           |
| 3.23 MILEAGE                         | \$20,000.00                     | \$0.00                             | \$20,000.00                      | \$1,922.86                          | \$5,907.38                   | \$14,092.62        | 29.5           |
| 3.24 PROFESSIONAL MEETINGS           | \$8,000.00                      | \$0.00                             | \$8,000.00                       | \$176.25                            | \$1,375.24                   | \$6,624.76         | 17.2           |
| 3.25 FREIGHT                         | \$2,000.00                      | \$0.00                             | \$2,000.00                       | \$186.13                            | \$763.78                     | \$1,236.22         | 38.2           |
| 3.26 NETWORKING                      | \$64,860.00                     | \$0.00                             | \$64,860.00                      | \$0.00                              | \$1,461.00                   | \$63,399.00        | 2.3            |
| 3.31 ADVERTISING & PUBLIC NOTICES    | \$800.00                        | \$0.00                             | \$800.00                         | \$0.00                              | \$238.61                     | \$561.39           | 29.8           |
| 3.33 MARKETING ADVERTISING           | \$1,800.00                      | \$0.00                             | \$1,800.00                       | \$0.00                              | \$636.30                     | \$1,163.70         | 35.4           |
| 3.41 OFFICIAL BONDS                  | \$250.00                        | \$0.00                             | \$250.00                         | \$0.00                              | \$200.00                     | \$50.00            | 80.0           |
| 3.42 OTHER INSURANCE                 | \$29,500.00                     | \$0.00                             | \$29,500.00                      | \$0.00                              | \$16,618.90                  | \$12,881.10        | 56.3           |
| 3.51 GAS                             | \$45,000.00                     | \$0.00                             | \$45,000.00                      | \$1,368.96                          | \$11,471.90                  | \$33,528.10        | 25.5           |
| 3.52 ELECTRICITY                     | \$100,000.00                    | \$0.00                             | \$100,000.00                     | \$7,007.71                          | \$32,066.81                  | \$67,933.19        | 32.1           |
| 3.53 WATER                           | \$4,000.00                      | \$0.00                             | \$4,000.00                       | \$312.05                            | \$1,506.18                   | \$2,493.82         | 37.7           |
| 3.54 WASTE DISPOSAL SERVICES         | \$6,500.00                      | \$0.00                             | \$6,500.00                       | \$527.79                            | \$2,660.07                   | \$3,839.93         | 40.9           |
| 3.61 BUILDING & STRUCTURES           | \$55,920.00                     | \$0.00                             | \$55,920.00                      | \$3,045.50                          | \$13,785.55                  | \$42,134.45        | 24.7           |
| 3.62 EQUIPMENT REPAIRS               | \$1,000.00                      | \$0.00                             | \$1,000.00                       | \$125.00                            | \$1,110.00                   | (\$110.00)         | 111.0          |
| 3.72 EQUIPMENT RENTALS               | \$300.00                        | \$0.00                             | \$300.00                         | \$9.95                              | \$190.75                     | \$109.25           | 63.6           |
| 3.91 DUES                            | \$1,875.00                      | \$0.00                             | \$1,875.00                       | \$157.00                            | \$422.00                     | \$1,453.00         | 22.5           |

| <i>Account # Description</i>          | <i>Annual<br/>Appropriation</i> | <i>Change to<br/>Appropriation</i> | <i>Current<br/>Appropriation</i> | <i>Disbursements<br/>This Month</i> | <i>Disbursements<br/>YTD</i> | <i>Balance</i>        | <i>Percent</i> |
|---------------------------------------|---------------------------------|------------------------------------|----------------------------------|-------------------------------------|------------------------------|-----------------------|----------------|
| 3.93 TAXES & ASSESSMENTS              | \$250.00                        | \$0.00                             | \$250.00                         | \$0.00                              | \$240.00                     | \$10.00               | 96.0           |
| 3.94 TRANSFER TO LIRF                 | \$100,000.00                    | \$0.00                             | \$100,000.00                     | \$0.00                              | \$0.00                       | \$100,000.00          | 0.0            |
| 3.95 BOOK REIMBURSEMENT               | \$100.00                        | \$45.11                            | \$145.11                         | \$0.00                              | \$45.11                      | \$100.00              | 31.1           |
| 3.96 PETTY CASH                       | \$120.00                        | \$0.00                             | \$120.00                         | \$0.00                              | \$0.00                       | \$120.00              | 0.0            |
| 3.98 MAINTENANCE/SERVICE<br>CONTRACTS | \$112,057.00                    | \$0.00                             | \$112,057.00                     | \$10,368.64                         | \$33,979.12                  | \$78,077.88           | 30.3           |
| <b>Subtotal</b>                       | <b>\$618,352.00</b>             | <b>\$45.11</b>                     | <b>\$618,397.11</b>              | <b>\$26,534.87</b>                  | <b>\$138,253.44</b>          | <b>\$480,143.67</b>   | <b>22.4</b>    |
| <i>4. Capital Outlays</i>             |                                 |                                    |                                  |                                     |                              |                       |                |
| 4.4 FURNITURE & EQUIPMENT             | \$51,648.00                     | \$0.00                             | \$51,648.00                      | \$298.78                            | \$1,384.70                   | \$50,263.30           | 2.7            |
| 4.51 BOOKS                            | \$160,300.00                    | \$0.00                             | \$160,300.00                     | \$24,227.48                         | \$67,080.30                  | \$93,219.70           | 41.8           |
| 4.52 PERIODICALS &<br>NEWSPAPERS      | \$25,000.00                     | \$0.00                             | \$25,000.00                      | \$1,038.14                          | \$7,087.85                   | \$17,912.15           | 28.4           |
| 4.53 NONPRINTED MATERIALS             | \$58,000.00                     | \$0.00                             | \$58,000.00                      | \$5,693.39                          | \$16,077.67                  | \$41,922.33           | 27.7           |
| <b>Subtotal</b>                       | <b>\$294,948.00</b>             |                                    | <b>\$294,948.00</b>              | <b>\$31,257.79</b>                  | <b>\$91,630.52</b>           | <b>\$203,317.48</b>   | <b>31.1</b>    |
| <b>Grand Total</b>                    | <b>\$2,508,117.00</b>           | <b>\$45.11</b>                     | <b>\$2,508,162.11</b>            | <b>\$186,847.17</b>                 | <b>\$861,682.38</b>          | <b>\$1,646,479.73</b> | <b>34.4</b>    |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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# **Appropriation Report for 130 LIRF FUND**

## **Jasper County Public Library**

**Report Date: From 5/1/15 To 5/31/15**

| <i>Account # Description</i>         | <i>Annual Appropriation</i> | <i>Change to Appropriation</i> | <i>Current Appropriation</i> | <i>Disbursements This Month</i> | <i>Disbursements YTD</i> | <i>Balance</i>       | <i>Percent</i> |
|--------------------------------------|-----------------------------|--------------------------------|------------------------------|---------------------------------|--------------------------|----------------------|----------------|
| <b>3. Other Services and Charges</b> |                             |                                |                              |                                 |                          |                      |                |
| 3.14 OTHER PROFESSIONAL SERVICES     | \$10,000.00                 | \$0.00                         | \$10,000.00                  | \$0.00                          | \$0.00                   | \$10,000.00          | 0.0            |
| 3.61 BUILDING & STRUCTURES           | \$15,192.00                 | \$0.00                         | \$15,192.00                  | \$0.00                          | \$0.00                   | \$15,192.00          | 0.0            |
| <b>Subtotal</b>                      | <b>\$25,192.00</b>          |                                | <b>\$25,192.00</b>           | <b>\$0.00</b>                   | <b>\$0.00</b>            | <b>\$25,192.00</b>   | <b>0.0</b>     |
| <b>4. Capital Outlays</b>            |                             |                                |                              |                                 |                          |                      |                |
| 4.1 LAND                             | \$0.00                      | \$0.00                         | \$0.00                       | \$10,000.00                     | \$10,000.00              | (\$10,000.00)        | 0.0            |
| <b>Subtotal</b>                      | <b>\$0.00</b>               |                                | <b>\$0.00</b>                | <b>\$10,000.00</b>              | <b>\$10,000.00</b>       | <b>(\$10,000.00)</b> | <b>0.0</b>     |
| <b>Grand Total</b>                   | <b>\$25,192.00</b>          | <b>\$0.00</b>                  | <b>\$25,192.00</b>           | <b>\$10,000.00</b>              | <b>\$10,000.00</b>       | <b>\$15,192.00</b>   | <b>39.7</b>    |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

***Appropriation Report for***      **155 STATE TECHN.FUND GRANT**  
***Jasper County Public Library***

*Report Date: From*      **5/1/15** *To*      **5/31/15**

| <i>Account # Description</i>         | <i>Annual Appropriation</i> | <i>Change to Appropriation</i> | <i>Current Appropriation</i> | <i>Disbursements This Month</i> | <i>Disbursements YTD</i> | <i>Balance</i>      | <i>Percent</i> |
|--------------------------------------|-----------------------------|--------------------------------|------------------------------|---------------------------------|--------------------------|---------------------|----------------|
| <i>3. Other Services and Charges</i> |                             |                                |                              |                                 |                          |                     |                |
| 3.26 NETWORKING                      | \$0.00                      | \$0.00                         | \$0.00                       | \$1,551.95                      | \$5,934.95               | (\$5,934.95)        | 0.0            |
| <b>Subtotal</b>                      | <b>\$0.00</b>               |                                | <b>\$0.00</b>                | <b>\$1,551.95</b>               | <b>\$5,934.95</b>        | <b>(\$5,934.95)</b> | <b>0.0</b>     |
| <b>Grand Total</b>                   | <b>\$0.00</b>               | <b>\$0.00</b>                  | <b>\$0.00</b>                | <b>\$1,551.95</b>               | <b>\$5,934.95</b>        | <b>(\$5,934.95)</b> | <b>0.0</b>     |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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***Appropriation Report for***      **196 INSURANCE SETTLEMENT F**  
***Jasper County Public Library***

***Report Date: From***      **5/1/15** ***To***      **5/31/15**

| <b><i>Account # Description</i></b>         | <b><i>Annual Appropriation</i></b> | <b><i>Change to Appropriation</i></b> | <b><i>Current Appropriation</i></b> | <b><i>Disbursements This Month</i></b> | <b><i>Disbursements YTD</i></b> | <b><i>Balance</i></b> | <b><i>Percent</i></b> |
|---------------------------------------------|------------------------------------|---------------------------------------|-------------------------------------|----------------------------------------|---------------------------------|-----------------------|-----------------------|
| <b><i>2. Supplies</i></b>                   |                                    |                                       |                                     |                                        |                                 |                       |                       |
| 2.41 LIBRARY SUPPLIES                       | \$0.00                             | \$0.00                                | \$0.00                              | \$0.00                                 | \$24.29                         | (\$24.29)             | 0.0                   |
| <b>Subtotal</b>                             | <b>\$0.00</b>                      |                                       | <b>\$0.00</b>                       | <b>\$0.00</b>                          | <b>\$24.29</b>                  | <b>(\$24.29)</b>      | <b>0.0</b>            |
| <b><i>3. Other Services and Charges</i></b> |                                    |                                       |                                     |                                        |                                 |                       |                       |
| 3.61 BUILDING & STRUCTURES                  | \$0.00                             | \$0.00                                | \$0.00                              | \$0.00                                 | \$143.50                        | (\$143.50)            | 0.0                   |
| <b>Subtotal</b>                             | <b>\$0.00</b>                      |                                       | <b>\$0.00</b>                       | <b>\$0.00</b>                          | <b>\$143.50</b>                 | <b>(\$143.50)</b>     | <b>0.0</b>            |
| <b><i>4. Capital Outlays</i></b>            |                                    |                                       |                                     |                                        |                                 |                       |                       |
| 4.4 FURNITURE & EQUIPMENT                   | \$0.00                             | \$0.00                                | \$0.00                              | \$280.00                               | \$5,013.04                      | (\$5,013.04)          | 0.0                   |
| <b>Subtotal</b>                             | <b>\$0.00</b>                      |                                       | <b>\$0.00</b>                       | <b>\$280.00</b>                        | <b>\$5,013.04</b>               | <b>(\$5,013.04)</b>   | <b>0.0</b>            |
| <b>Grand Total</b>                          | <b>\$0.00</b>                      | <b>\$0.00</b>                         | <b>\$0.00</b>                       | <b>\$280.00</b>                        | <b>\$5,180.83</b>               | <b>(\$5,180.83)</b>   | <b>0.0</b>            |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

**Voucher List**  
**Jasper County Public Library**

**Report Date: From 5/1/15 To 5/31/15**

| <b>Warrant<br/>Number</b> | <b>Claim<br/>Number</b> | <b>Name of Claimant</b>   | <b>Date</b> | <b>Explanation</b>                                                                                                                                                                                          | <b>Total</b> |
|---------------------------|-------------------------|---------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 33850                     | 347                     | AARON'S LAWN CARE         | 5/11/15     | Spring Clean-up, mowing, edging                                                                                                                                                                             | \$1,181.00   |
| 33851                     | 348                     | ANTHEM BLUE CROSS BLUE    | 5/11/15     | Health Insurance premiums- May 2015                                                                                                                                                                         | \$11,598.08  |
| 33852                     | 349                     | ANTHEM BLUE CROSS BLUE    | 5/11/15     | May Cobra premiums for B. Thompson                                                                                                                                                                          | \$682.24     |
| 33853                     | 350                     | ANTHEM LIFE               | 5/11/15     | Life Insurance premiums- May 2015                                                                                                                                                                           | \$118.62     |
| 33854                     | 351                     | BAKER & TAYLOR            | 5/11/15     | Books, Continuations, AV, Auto. Yours                                                                                                                                                                       | \$16,673.05  |
| 33855                     | 352                     | BAKER & TAYLOR ENTERTAIN  | 5/11/15     | DVDs                                                                                                                                                                                                        | \$1,239.35   |
| 33849                     | 353                     | A. E. BOYCE COMPANY, INC. | 5/11/15     | Checks, accounts payable vouchers, service records                                                                                                                                                          | \$365.54     |
| 33856                     | 354                     | BROWN'S GARDEN & FLORAL   | 5/11/15     | Rens: Ash Tree Treatment                                                                                                                                                                                    | \$195.00     |
| 33857                     | 355                     | BUSINESS CARD             | 5/11/15     | Backgrounds checks, Summer Reading supplies,<br>vacuum bags, books, AV returns, B2B expenses, Library<br>Visit expenses, YA counterparts expenses, locks, toilet<br>seat, wheelbarrows, step ladder, shovel | \$359.58     |
| 33858                     | 356                     | CAPSTONE PRESS, INC       | 5/11/15     | Book                                                                                                                                                                                                        | \$19.99      |
| 33859                     | 357                     | CARDINAL OFFICE PRODUCT   | 5/11/15     | DeM: Quarterly maintenance agreement on work room<br>copier 1/21/15-4/21/15                                                                                                                                 | \$663.41     |
| 33860                     | 358                     | CARRIAGE PAPER PRODUCT    | 5/11/15     | Receipt paper rolls                                                                                                                                                                                         | \$299.41     |
| 33861                     | 359                     | CAVENDISH SQUARE PUBLIS   | 5/11/15     | Books                                                                                                                                                                                                       | \$1,353.75   |
| 33862                     | 360                     | CHICAGO TRIBUNE           | 5/11/15     | Wh: Newspaper subscription Acct# 43113043                                                                                                                                                                   | \$259.74     |
| 33863                     | 361                     | CULLIGAN WATER CONDITIO   | 5/11/15     | Wh: Water Cooler Rental-May 2015                                                                                                                                                                            | \$9.95       |
| 33864                     | 362                     | DAVIDSON TITLES INC.      | 5/11/15     | Books                                                                                                                                                                                                       | \$1,483.88   |
| 33865                     | 363                     | DELTA DENTAL              | 5/11/15     | Dental Insurance premiums- May 2015                                                                                                                                                                         | \$493.17     |
| 33866                     | 364                     | DEMOTTE GLASS, INC        | 5/11/15     | Glass desk top                                                                                                                                                                                              | \$280.00     |
| 33867                     | 365                     | DIANE OPOLSKI             | 5/11/15     | Mileage 1/29-4/30/15: ASK meetings, Database<br>meeting, Positivity meeting                                                                                                                                 | \$56.35      |
| 33868                     | 366                     | DONNA BARKO               | 5/11/15     | Mileage 2/24-4/22/15: Bank deposits, Post Office, new<br>employee orientations                                                                                                                              | \$71.47      |
| 33869                     | 367                     | ENA SERVICES LLC          | 5/11/15     | Internet service fo April 2015                                                                                                                                                                              | \$1,551.95   |
| 33870                     | 368                     | FAEGRE BAKER DANIELS LLP  | 5/11/15     | Legal Assistance on personnel matters                                                                                                                                                                       | \$395.00     |
| 33871                     | 369                     | FINDAWAY WORLD, LLC       | 5/11/15     | Playaways, Playaway Views                                                                                                                                                                                   | \$734.92     |
| 33872                     | 370                     | FLEX-PAC INC              | 5/11/15     | Paper towel rolls, m-folds, toilet paper                                                                                                                                                                    | \$228.01     |
| 33873                     | 371                     | GALE/CENGAGE LEARNING     | 5/11/15     | Books                                                                                                                                                                                                       | \$24.10      |
| 33874                     | 372                     | HP PRODUCTS               | 5/11/15     | Neutral cleaner, trash bags                                                                                                                                                                                 | \$187.84     |
| 33875                     | 373                     | INDIANA WASTE SERVICE     | 5/11/15     | DeM: Trash Pick-up, May 2015                                                                                                                                                                                | \$87.70      |
| 33876                     | 374                     | JAMES M. STATON           | 5/11/15     | Earnest money for property located at 228 West 10th<br>Street SW, DeMotte, Indiana 46310                                                                                                                    | \$10,000.00  |
| 33877                     | 375                     | JANICE WILMA              | 5/11/15     | Mileage 1/23-4/30/15: Vendor meeting, Management<br>meetings, Summer Reading program, Children's<br>Counterparts meeting, Every Child Reads meeting, AV<br>Shopping, YA Counterparts meeting                | \$268.53     |
| 33878                     | 376                     | LINDA POORTENGA           | 5/11/15     | Mileage 4/17-4/29/15: B2B meeting, Librarian's Council<br>meeting                                                                                                                                           | \$78.20      |
| 33879                     | 377                     | LINDA THOMPSON            | 5/11/15     | Mileage 4/27/15: Web Presence Committee meeting                                                                                                                                                             | \$25.30      |
| 33880                     | 378                     | MANUFACTURERS' NEWS, IN   | 5/11/15     | Continuations                                                                                                                                                                                               | \$156.90     |
| 33881                     | 379                     | MARLENE BEEDLE            | 5/11/15     | IN State Library Book giveaway expenses; Mileage 4/20-<br>4/27/15: IN State Library Book Giveaway, Web Presence<br>Committee meeting                                                                        | \$180.48     |
| 33882                     | 380                     | MIDWEST COLLABORATIVE F   | 5/11/15     | MCLS Annual Membership Fee (7/1/15-6/30/16)                                                                                                                                                                 | \$125.00     |
| 33883                     | 381                     | NETWISE RESOURCES         | 5/11/15     | Rens & Wh: staff copiers quarterly service agreement;<br>Wh: patron copier service                                                                                                                          | \$881.79     |
| 33884                     | 382                     | NITCO                     | 5/11/15     | DeM: Local Phone & Fax Service May 2015                                                                                                                                                                     | \$143.60     |
| 33885                     | 383                     | OLLIS BOOK CORPORATION    | 5/11/15     | Books                                                                                                                                                                                                       | \$771.65     |
| 33886                     | 384                     | PATTY STRINGFELLOW        | 5/11/15     | Mileage 4/13-4/30/15: Board meeting, Branch Visits,<br>Librarian's Council meeting                                                                                                                          | \$112.70     |



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| <i>Warrant<br/>Number</i> | <i>Claim<br/>Number</i> | <i>Name of Claimant</i>   | <i>Date</i> | <i>Explanation</i>                                                                                                                                                 | <i>Total</i> |
|---------------------------|-------------------------|---------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 33887                     | 385                     | PRECISION CONTROL SYSTE   | 5/11/15     | DeM: Noise above ceiling on 2nd floor, reheat coil valve actuator bad, disconnected & replaced                                                                     | \$1,357.50   |
| 33888                     | 386                     | PROQUEST LLC              | 5/11/15     | Rensselaer Republican Microfilm 5/1-8/31/14                                                                                                                        | \$86.18      |
| 33889                     | 387                     | QUILL CORPORATION         | 5/11/15     | Binder, colored copy paper, flash drives, copy paper, toner cartridge, construction paper, date stamp                                                              | \$479.74     |
| 33890                     | 388                     | RELIABLE EXTERMINATORS, I | 5/11/15     | Rens: Interior & exterior treatment                                                                                                                                | \$152.00     |
| 33891                     | 389                     | RENSSELAER ROTARY CLUB    | 5/11/15     | March & April 2015 dues & meals                                                                                                                                    | \$96.00      |
| 33892                     | 390                     | REPUBLIC SERVICES #715    | 5/11/15     | Wh: Trash Service- May 2015                                                                                                                                        | \$64.95      |
| 33893                     | 391                     | ROEING CORPORATION        | 5/11/15     | Tech Maintenance Support - 2nd Installment 2015                                                                                                                    | \$7,500.00   |
| 33894                     | 392                     | ROSEN PUBLISHING          | 5/11/15     | Books                                                                                                                                                              | \$792.85     |
| 33895                     | 393                     | SCHOLASTIC LIBRARY PUBLI  | 5/11/15     | Books                                                                                                                                                              | \$2,469.30   |
| 0                         | 394                     | PAYROLL                   | 5/8/15      | PAYROLL                                                                                                                                                            | \$49,799.26  |
| 0                         | 395                     | BILL HROMADA              | 5/8/15      | Courier Mileage, 4/16/15-4/30/15 (Conf #247)                                                                                                                       | \$392.15     |
| 0                         | 396                     | GREAT-WEST RETIREMENT S   | 5/8/15      | Annuity Withheld 5/8/15 payroll (Conf. #249)                                                                                                                       | \$1,005.00   |
| 0                         | 397                     | INDIANA DEPARTMENT OF RE  | 5/8/15      | EFT-State & County Taxes w/held April 2015 Payrolls (Ref #71199)                                                                                                   | \$6,288.43   |
| 0                         | 398                     | INPRS fbo PERF            | 5/8/15      | 5/8/15 Payroll Contributions                                                                                                                                       | \$5,961.29   |
| 0                         | 399                     | IRS USA TAXPAYMENT        | 5/8/15      | EFT-FICA & Federal Taxes w/held 5/8/15 (Ref #42029370)                                                                                                             | \$11,414.80  |
| 0                         | 400                     | TOWN OF DEMOTTE           | 5/8/15      | DeM: Sewer & Water- April 2015 (conf# 248)                                                                                                                         | \$256.64     |
| 0                         | 401                     | TOWN OF WHEATFIELD        | 5/8/15      | Wh: Sewer- May 2015 (conf# 246)                                                                                                                                    | \$56.65      |
| 33896                     | 402                     | SHOWCASES                 | 5/11/15     | DVD cases, easy corners, easy wings                                                                                                                                | \$489.51     |
| 33897                     | 403                     | SVT, LLC                  | 5/11/15     | Management Meeting expenses                                                                                                                                        | \$27.02      |
| 33898                     | 404                     | TECH LOGIC                | 5/11/15     | CirclT Software Renewal- 1yr (March1-February 28)                                                                                                                  | \$1,200.00   |
| 33899                     | 405                     | UPSTART                   | 5/11/15     | Summer Reading supplies                                                                                                                                            | \$790.93     |
| 33900                     | 406                     | VISION SERVICE PLAN- (IN) | 5/11/15     | Vision Insurance Premiums- May 2015                                                                                                                                | \$202.81     |
| 33901                     | 407                     | WALL STREET JOURNAL       | 5/11/15     | Wh: 1 year newspaper subscription                                                                                                                                  | \$448.40     |
| 33902                     | 408                     | WAL-MART COMMUNITY/RFC    | 5/11/15     | DVDs, CDs, books, wipes, magnets, batteries, d-con, plastic storage containers, children's supplies, cleaning supplies                                             | \$3,434.38   |
| 33903                     | 409                     | YVONNE DEL VECCHIO        | 5/11/15     | Mileage 3/4-4/30/15: deliver newsletter, Walking Books, Book Club                                                                                                  | \$33.41      |
| 33904                     | 410                     | ACE HARDWARE              | 5/11/15     | Paint supplies, glass cleaner, swiffer, keys, frog tape, hook ladder screws, weed killer, hooks                                                                    | \$92.44      |
| 0                         | 411                     | ALLIANCE BANK             | 5/11/15     | Direct Deposit Fees April 2015                                                                                                                                     | \$36.30      |
| 33905                     | 412                     | CENTURYLINK               | 5/11/15     | Rens: Local phone & fax service- May 2015                                                                                                                          | \$123.75     |
| 33906                     | 413                     | COMMUNITY MEDIA GROUP, I  | 5/11/15     | Rensselaer Republican Subscription, Acct# 0038530                                                                                                                  | \$135.00     |
| 33907                     | 414                     | DEBORAH KRISTOFF          | 5/11/15     | Mileage 3/24-4/29/15: Reference Counterparts meeting, Management meeting, introduce new children's librarian to staff, Library Visits, Librarian's Council meeting | \$323.15     |
| 33908                     | 415                     | DUMAS & MAHNESMITH P.C.   | 5/11/15     | Legal Assistance: Property Purchase                                                                                                                                | \$617.50     |
| 33909                     | 416                     | HERITAGE OFFICE PRODUCT   | 5/11/15     | Nametags                                                                                                                                                           | \$57.50      |
| 33910                     | 417                     | MELISSA J. WIDNER         | 5/11/15     | Poetry program prize                                                                                                                                               | \$28.85      |
| 33911                     | 418                     | NIPSCO                    | 5/11/15     | DeM & Wh: Gas & Electric Service                                                                                                                                   | \$5,302.50   |
| 33913                     | 419                     | OLLIS BOOK CORPORATION    | 5/11/15     | Books                                                                                                                                                              | \$1,341.30   |
| 33912                     | 420                     | OFFICE DEPOT              | 5/11/15     | Washable crayons, binders, envelopes, chairmats, contact paper, canned air, dividers, DVD/CD file folders, construction paper, card stock                          | \$448.36     |
| 33914                     | 421                     | POST TRIBUNE              | 5/11/15     | Wh: Newspaper subscription Acct# 34235730                                                                                                                          | \$195.00     |
| 0                         | 422                     | SAGE PAYMENT SOLUTIONS    | 5/11/15     | Merchant Processing Fees- April 2015 (automatic withdrawal on 5/4/15); PCI non compliance fee                                                                      | \$158.44     |
| 33915                     | 423                     | TRUGREEN PROCESSING CE    | 5/11/15     | DeM & Wh: Lawn Service                                                                                                                                             | \$160.00     |
| 33916                     | 424                     | UNIQUE MANAGEMENT SERVI   | 5/11/15     | Collections: Initial/Secondary Placements- April 2015                                                                                                              | \$53.70      |
| 0                         | 425                     | PAYROLL                   | 5/22/15     | PAYROLL                                                                                                                                                            | \$49,626.53  |
| 0                         | 426                     | AFLAC                     | 5/22/15     | Supplemental Insurance May 2015 (Conf. #252)                                                                                                                       | \$546.54     |
| 0                         | 427                     | BILL HROMADA              | 5/22/15     | Courier Mileage, 5/1/15-5/15/15 (Conf #251)                                                                                                                        | \$392.15     |
| 0                         | 428                     | CENTURYLINK               | 5/22/15     | WH: Fax Service May 2015 (Conf. # 250)                                                                                                                             | \$14.54      |

| <i>Warrant<br/>Number</i>     | <i>Claim<br/>Number</i> | <i>Name of Claimant</i>  | <i>Date</i> | <i>Explanation</i>                                                                                                                     | <i>Total</i>        |
|-------------------------------|-------------------------|--------------------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 0                             | 429                     | CITY OF RENSSELAER       | 5/22/15     | RENS: Utilities 4/8/15-5/8/15 (Conf. #253)                                                                                             | \$3,448.07          |
| 0                             | 430                     | GREAT-WEST RETIREMENT S  | 5/22/15     | Annuity Withheld 5/22/15 payroll (Conf. #254)                                                                                          | \$1,005.00          |
| 0                             | 431                     | INPRS fbo PERF           | 5/22/15     | 5/22/15 Payroll Contributions                                                                                                          | \$5,936.72          |
| 0                             | 432                     | IRS USA TAXPAYMENT       | 5/22/15     | EFT-FICA & Federal Taxes w/held 5/22/15 (Ref #44547501)                                                                                | \$11,330.95         |
| 0                             | 480                     | JASPER COUNTY PUBLIC LIB | 5/31/15     | Transfer to INPRS 200.08 for repayment of INPRS payments (K. Hunter A/R#172)                                                           | \$308.17            |
| 0                             | 481                     | JASPER COUNTY PUBLIC LIB | 5/31/15     | Transfer to INPRS 200.08 for repayment of INPRS payments (C. Devries, payroll deduction, receipted into Credit Union 200.1 by mistake) | \$43.28             |
| <b>Total Amount of Claims</b> |                         |                          |             |                                                                                                                                        | <b>\$229,882.19</b> |

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, June 03, 2015

\_\_\_\_\_  
Fiscal Officer

### ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$229,882.19

Date this 8<sup>th</sup> day of June, 20 15.

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### SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

**JASPER COUNTY PUBLIC LIBRARY**  
**Receipt Breakdown**  
**May 31, 2015**

|                                                   | <u>THIS MONTH</u> | <u>YEAR-TO-DATE</u> | <u>TOTAL RECEIPTS<br/>THIS MONTH</u> | <u>TOTAL RECEIPTS<br/>YEAR-TO-DATE</u> |
|---------------------------------------------------|-------------------|---------------------|--------------------------------------|----------------------------------------|
| <b>FINES &amp; FEES:</b>                          |                   |                     | \$2,381.01                           | \$13,904.30                            |
| DeMotte                                           | \$708.88          | \$4,492.51          |                                      |                                        |
| Rensselaer                                        | \$950.92          | \$5,410.59          |                                      |                                        |
| Wheatfield                                        | \$721.21          | \$4,001.20          |                                      |                                        |
| <b>PHOTOCOPIES:</b>                               |                   |                     | \$695.99                             | \$4,240.80                             |
| DeMotte                                           | \$243.20          | \$1,693.15          |                                      |                                        |
| Rensselaer                                        | \$285.74          | \$1,633.55          |                                      |                                        |
| Wheatfield                                        | \$167.05          | \$914.10            |                                      |                                        |
| <b>INTEREST (Checking, Repurchase, CDs):.....</b> |                   |                     | \$50.17                              | \$222.71                               |
| <b>TAXES:</b>                                     |                   |                     | \$539,304.05                         | \$841,757.02                           |
| Property Tax                                      | \$456,669.04      | \$456,669.04        |                                      |                                        |
| LOIT                                              | \$17,903.58       | \$89,517.91         |                                      |                                        |
| License Excise Tax                                | \$0.00            | \$0.00              |                                      |                                        |
| Financial Institution Tax                         | \$0.00            | \$0.00              |                                      |                                        |
| CVET(Commercial Vehicle Excise)                   | \$7,021.77        | \$7,021.77          |                                      |                                        |
| Local Option/Certified Shares                     | \$47,192.33       | \$235,961.65        |                                      |                                        |
| Local Option/Property Tax Repl.                   | \$10,517.33       | \$52,586.65         |                                      |                                        |
| <b>TAXABLE SALES:-.....</b>                       |                   |                     | \$9.27                               | \$54.64                                |
| <b>REFUNDS:</b>                                   |                   |                     | \$833.20                             | \$14,863.61                            |
| Rebates/Refund                                    | \$0.00            | \$9.96              |                                      |                                        |
| Insurance Claims/Reimbursements                   | \$682.24          | \$4,170.27          |                                      |                                        |
| Meeting Room Rental                               | \$150.00          | \$900.00            |                                      |                                        |
| Reimbursement                                     | \$0.96            | \$1,259.08          |                                      |                                        |
| Fixed Asset Sales                                 | \$0.00            | \$0.00              |                                      |                                        |
| Miscellaneous Receipts                            | \$0.00            | \$125.30            |                                      |                                        |
| Interfund Transfer                                | \$0.00            | \$8,399.00          |                                      |                                        |
| <b>TOTAL OPERATING FUND RECEIPTS.....</b>         |                   |                     | \$543,273.69                         | \$875,043.08                           |
| <b>PLAC FUND:.....</b>                            |                   |                     | \$0.00                               | \$0.00                                 |
| <b>GIFT FUNDS:</b>                                |                   |                     | \$4,385.75                           | \$8,558.34                             |
| DeMotte                                           | \$2,440.75        | \$3,329.13          |                                      |                                        |
| Rensselaer                                        | \$725.00          | \$2,876.45          |                                      |                                        |
| Wheatfield                                        | \$1,220.00        | \$2,352.76          |                                      |                                        |
| <b>LIB. IMPROV. RESERVE FUND: .....</b>           |                   |                     | \$15.44                              | \$81.10                                |
| Interest Earned                                   | \$15.44           | \$81.10             |                                      |                                        |
| Transfer from OPERATING                           | \$0.00            | \$0.00              |                                      |                                        |
| <b>BOND &amp; INTEREST REDEMPTION FUND:</b>       |                   |                     | \$118,973.89                         | \$118,973.89                           |
| Property Tax                                      | \$117,479.66      | \$117,479.66        |                                      |                                        |
| License Excise Tax                                | \$0.00            | \$0.00              |                                      |                                        |
| Financial Institution Tax                         | \$0.00            | \$0.00              |                                      |                                        |
| CVET(Commercial Vehicle Excise)                   | \$1,494.23        | \$1,494.23          |                                      |                                        |
| Interfund Transfer                                | \$0.00            | \$0.00              |                                      |                                        |
| <b>RAINY DAY FUND:</b>                            |                   |                     | \$0.00                               | \$0.00                                 |
| Special CAGIT Distribution                        | \$0.00            | \$0.00              |                                      |                                        |
| Interest Earned                                   | \$0.00            | \$0.00              |                                      |                                        |
| <b>STATE TECHNOLOGY FUND GRANT FUND:-.....</b>    |                   |                     | \$0.00                               | \$9,733.00                             |
| <b>CAPITAL PROJECTS FUND:</b>                     |                   |                     | \$3.54                               | \$18.17                                |
| Interest Earned                                   | \$3.54            | \$18.17             |                                      |                                        |
| Property Tax                                      | \$0.00            | \$0.00              |                                      |                                        |
| License Excise Tax                                | \$0.00            | \$0.00              |                                      |                                        |
| Financial Institution Tax                         | \$0.00            | \$0.00              |                                      |                                        |
| CVET(Commercial Vehicle Excise)                   | \$0.00            | \$0.00              |                                      |                                        |
| Interfund Transfer                                | \$0.00            | \$0.00              |                                      |                                        |
| <b>HOST/HOSPITALITY FUND:.....</b>                |                   |                     | \$0.00                               | \$0.00                                 |
| <b>LEVY EXCESS FUND:.....</b>                     |                   |                     | \$0.00                               | \$0.00                                 |
| <b>SALES TAX:.....</b>                            |                   |                     | \$11.13                              | \$82.96                                |
| <b>CASH CHANGE FUND</b>                           |                   |                     | \$0.00                               | \$0.00                                 |
| <b>INSURANCE REFUND FUND:</b>                     |                   |                     | \$0.00                               | \$0.00                                 |
| Interfund Transfer                                | \$0.00            | \$0.00              |                                      |                                        |
| <b>INSURANCE SETTLEMENT FUND</b>                  |                   |                     | \$0.00                               | \$7,465.94                             |
| <b>SUB-TOTAL (page 1).....</b>                    |                   |                     | \$666,663.44                         | \$1,019,956.48                         |

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**WITHHOLDING ACCOUNT FUNDS:**

|                         |            |             |             |              |
|-------------------------|------------|-------------|-------------|--------------|
|                         |            |             | \$30,265.60 | \$144,367.42 |
| FIT Tax Collected       | \$7,950.94 | \$37,981.00 |             |              |
| FICA Collected          | \$7,397.40 | \$35,944.20 |             |              |
| State Tax Collected     | \$3,534.40 | \$16,827.54 |             |              |
| County Tax Collected    | \$2,757.93 | \$13,316.64 |             |              |
| Deferred Comp Plan      | \$2,010.00 | \$9,570.00  |             |              |
| Pre-tax Insurance Plans | \$3,016.94 | \$14,933.55 |             |              |
| Life Insurance          | \$217.92   | \$1,095.60  |             |              |
| INPRS                   | \$3,336.79 | \$14,547.61 |             |              |
| Garnishments            | \$0.00     | \$108.00    |             |              |
| Credit Union            | \$43.28    | \$43.28     |             |              |

|                                        |  |  |                     |                       |
|----------------------------------------|--|--|---------------------|-----------------------|
| <b>TOTAL RECEIPTS - ALL FUNDS.....</b> |  |  | <b>\$696,929.04</b> | <b>\$1,164,323.90</b> |
|----------------------------------------|--|--|---------------------|-----------------------|

# Voucher List

## Jasper County Public Library

Report Date: From 6/1/15 To 6/8/15

| Warrant Number | Claim Number | Name of Claimant          | Date   | Explanation                                                                                                                                            | Total        |
|----------------|--------------|---------------------------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 33917          | 433          | AARON'S LAWN CARE         | 6/8/15 | Mowing & edging                                                                                                                                        | \$1,003.00   |
| 33918          | 434          | ACE HARDWARE              | 6/8/15 | Paint, flag pole materials, screws                                                                                                                     | \$103.11     |
| 33919          | 435          | ANTHEM BLUE CROSS BLUE    | 6/8/15 | Health Insurance premiums- June 2015                                                                                                                   | \$12,280.32  |
| 33920          | 436          | ANTHEM BLUE CROSS BLUE    | 6/8/15 | June Cobra premiums for B. Thompson                                                                                                                    | \$682.24     |
| 33921          | 437          | ANTHEM LIFE               | 6/8/15 | Life Insurance premiums- June 2015                                                                                                                     | \$97.02      |
| 33922          | 438          | AUTOMATIC DOOR SERVICE    | 6/8/15 | DeM: Index arm and adjust operating speed and time delay for the exterior door of main entrance                                                        | \$255.00     |
| 33923          | 439          | BAKER & TAYLOR            | 6/8/15 | Books, Continuations, AV, Auto. Yours                                                                                                                  | \$6,871.49   |
| 33924          | 440          | BAKER & TAYLOR ENTERTAIN  | 6/8/15 | DVDs                                                                                                                                                   | \$42.92      |
| 33925          | 441          | BANK OF NEW YORK MELLON   | 6/8/15 | Administrative Fee for 2004 Bond- July 1, 2014- June 30, 2015                                                                                          | \$787.50     |
| 33926          | 442          | BANK OF NEW YORK MELLON   | 6/8/15 | 2004 Bond Payment TAS/IMMS# 310888, Loan Acct# JASLIBGOB04                                                                                             | \$164,271.25 |
| 33927          | 443          | BEN POSTMA                | 6/8/15 | Paint roller                                                                                                                                           | \$4.99       |
| 33928          | 444          | BLUETARP FINANCIAL, INC   | 6/8/15 | Drywall materials                                                                                                                                      | \$38.03      |
| 33929          | 445          | CAROLYNN DeVRIES          | 6/8/15 | Mileage 5/7/15: Summer Reading Shopping                                                                                                                | \$40.25      |
| 33930          | 446          | CHRISTOPHER KLOCEK        | 6/8/15 | Summer Reading Presenter                                                                                                                               | \$825.00     |
| 33931          | 447          | DEBORAH KRISTOFF          | 6/8/15 | Summer Reading supplies                                                                                                                                | \$80.98      |
| 33932          | 448          | DELTA DENTAL              | 6/8/15 | Dental Insurance premiums- June 2015                                                                                                                   | \$522.18     |
| 33933          | 449          | DEMCO                     | 6/8/15 | Fastape, CD/DVD sleeves, CD buffing pads, polyfit, reading level labels, subject classification labels                                                 | \$578.72     |
| 33934          | 450          | ENA SERVICES LLC          | 6/8/15 | Internet service fo May 2015                                                                                                                           | \$1,621.50   |
| 33935          | 451          | FASE-KALUF TV & APPLIANCE | 6/8/15 | Cordless phone battery                                                                                                                                 | \$21.99      |
| 33936          | 452          | FLEX-PAC INC              | 6/8/15 | M-folds, toilet paper                                                                                                                                  | \$152.01     |
| 33937          | 453          | GALE/CENGAGE LEARNING     | 6/8/15 | Legal Forms & Opposing Viewpoints database subscriptions 5/27/15-5/26/16; book                                                                         | \$3,988.84   |
| 33938          | 454          | INDIANA WILD              | 6/8/15 | Summer Reading Presenter                                                                                                                               | \$565.00     |
| 33939          | 455          | INFOGROUP                 | 6/8/15 | Continuations                                                                                                                                          | \$620.00     |
| 33940          | 456          | JANWAY COMPANY USA, INC.  | 6/8/15 | Summer Reading supplies                                                                                                                                | \$39.70      |
| 33941          | 457          | LAKESHORE LEARNING MATE   | 6/8/15 | Literacy games                                                                                                                                         | \$84.97      |
| 33942          | 458          | LINDA POORTENGA           | 6/8/15 | Mileage 5/13-5/15/15: Chamber Meeting, Management Meeting, B2B Meeting                                                                                 | \$77.63      |
| 33943          | 459          | MAGAZINE SUBSCRIPTION SE  | 6/8/15 | Annual September - December Magazine Subscription Renewals                                                                                             | \$5,313.11   |
| 33944          | 460          | NANCY PHILLIPS            | 6/8/15 | Summer Reading prizes                                                                                                                                  | \$72.71      |
| 33945          | 461          | OFFICE DEPOT              | 6/8/15 | CD/DVD file folders, construction paper, contact paper, kleenex, labels, notebook filler paper, permanent markers, rubber bands, deskpads, glue sticks | \$227.31     |
| 33946          | 462          | PATTY STRINGFELLOW        | 6/8/15 | DLGF Gateway Training expenses; Mileage 5/8-5/27/15: NWI Directors Meeting, Privacy in Library Services Conference                                     | \$152.67     |
| 33947          | 463          | POSTMASTER                | 6/8/15 | Postage                                                                                                                                                | \$1,254.40   |
| 33948          | 464          | PRECISION CONTROL SYSTE   | 6/8/15 | Quarterly Invoice for Routine Maintenance @ Rens & DeM(Contract Jan.1 thru Dec. 31, 2015                                                               | \$2,099.00   |
| 33949          | 465          | QUALITY LOGO PRODUCTS, I  | 6/8/15 | Summer Reading water bottles                                                                                                                           | \$1,169.16   |
| 33950          | 466          | RACHAEL CAVINDER          | 6/8/15 | Mileage 4/9-5/20/15: Meeting with Ollis Book sales rep, Preschool visits, Management meetings, Scholastic Warehouse sale                               | \$111.55     |
| 33951          | 467          | RACHEL KUHN               | 6/8/15 | Mileage 5/8/15: ILL Resource Sharing Conference                                                                                                        | \$116.15     |
| 33952          | 468          | RACHEL WILKINSON          | 6/8/15 | Summer Reading supplies                                                                                                                                | \$51.93      |
| 33953          | 469          | REPUBLIC SERVICES #715    | 6/8/15 | Wh: Trash Service- June 2015                                                                                                                           | \$64.95      |
| 33954          | 470          | ROEING CORPORATION        | 6/8/15 | Sophos Security/Firewall subscription                                                                                                                  | \$6,345.00   |

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| <i>Warrant<br/>Number</i> | <i>Claim<br/>Number</i> | <i>Name of Claimant</i>   | <i>Date</i> | <i>Explanation</i>                                                                                                                                                                                                                                                                                                            | <i>Total</i> |
|---------------------------|-------------------------|---------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 33955                     | 471                     | Rory McMahan              | 6/8/15      | Summer Reading Presenter                                                                                                                                                                                                                                                                                                      | \$900.00     |
| 33956                     | 472                     | S & S WORLDWIDE, INC      | 6/8/15      | Spectrum Dice                                                                                                                                                                                                                                                                                                                 | \$43.94      |
| 33957                     | 473                     | SHANNON ANDERSON          | 6/8/15      | Author Presentation                                                                                                                                                                                                                                                                                                           | \$200.00     |
| 33958                     | 474                     | SVT, LLC                  | 6/8/15      | Chat N Chew Program supplies                                                                                                                                                                                                                                                                                                  | \$25.47      |
| 33959                     | 475                     | TEI LANDMARK AUDIO        | 6/8/15      | DeM: Playaway Lease 2/1/15-1/30/16                                                                                                                                                                                                                                                                                            | \$950.00     |
| 33960                     | 476                     | THE LIBRARY CORPORATION   | 6/8/15      | Reports Manager Renewal July 2015-June 2016                                                                                                                                                                                                                                                                                   | \$300.00     |
| 33961                     | 477                     | TRUGREEN PROCESSING CE    | 6/8/15      | Rens & DeM: Tree & Shrub Service; Wh: Ornamental Bed Weed Control                                                                                                                                                                                                                                                             | \$403.65     |
| 33962                     | 478                     | VISION SERVICE PLAN- (IN) | 6/8/15      | Vision Insurance Premiums- June 2015                                                                                                                                                                                                                                                                                          | \$214.74     |
| 33963                     | 479                     | WAL-MART COMMUNITY/RFC    | 6/8/15      | Positivity Committee supplies, children's supplies, Summer Reading expenses, DVDs, CDs, storage bins, Tuesday Movie program expenses, Book Buddies program expenses                                                                                                                                                           | \$469.47     |
| 0                         | 483                     | ALLIANCE BANK             | 6/8/15      | Direct Deposit Fees May 2015                                                                                                                                                                                                                                                                                                  | \$36.70      |
| 33964                     | 484                     | BUSINESS CARD             | 6/8/15      | Background check, vacuum bags, children's supplies, books, Summer Reading prizes, Summer Reading expenses, Scholastic Warehouse shopping expenses, stepping stones, wheel barrow, weed preventer, cleaning supplies, Government Day expenses, Management Meeting expenses, B2B expenses, Privacy in Library workshop expenses | \$1,519.22   |
| 33965                     | 485                     | CARD METER SYSTEMS, INC   | 6/8/15      | PCCOP Software Service and Support Renewal                                                                                                                                                                                                                                                                                    | \$1,238.83   |
| 33966                     | 486                     | CULLIGAN WATER CONDITIO   | 6/8/15      | Wh: Water Cooler Rental-June 2015, 5-gallon drinking water- 8                                                                                                                                                                                                                                                                 | \$67.55      |
| 33967                     | 487                     | DEMOTTE DECORATIVE STO    | 6/8/15      | Wh: 20 yds gold mulch, 5 yds black dirt; DeM: 9 yds red mulch                                                                                                                                                                                                                                                                 | \$1,309.00   |
| 33968                     | 488                     | DONNA BARKO               | 6/8/15      | Mileage 4/23-6/4/15: bank deposits, Post Office, pick up clean janitorial towels, new employee orientation                                                                                                                                                                                                                    | \$45.02      |
| 33969                     | 489                     | DUMAS & MAHNESMITH P.C.   | 6/8/15      | Legal Assistance: Property Purchase                                                                                                                                                                                                                                                                                           | \$855.00     |
| 33970                     | 490                     | EBSCO INFORMATION SERVI   | 6/8/15      | Database Renewals 5/1/15-4/30/16 (Automotive Repair, Legal Information)                                                                                                                                                                                                                                                       | \$3,000.00   |
| 33971                     | 491                     | HP PRODUCTS               | 6/8/15      | Bulb changer, glass cleaner, neutral floor cleaner                                                                                                                                                                                                                                                                            | \$225.06     |
| 33973                     | 492                     | INDIANA WASTE SERVICE     | 6/8/15      | DeM: Trash Pick-up, June 2015                                                                                                                                                                                                                                                                                                 | \$87.70      |
| 33972                     | 493                     | INDIANA STATE LIBRARY     | 6/8/15      | Info Express Delivery Services, 2 days/week                                                                                                                                                                                                                                                                                   | \$300.00     |
| 33974                     | 494                     | JANWAY COMPANY USA, INC.  | 6/8/15      | Summer Reading Supplies                                                                                                                                                                                                                                                                                                       | \$5.55       |
| 33975                     | 495                     | KIRBY RISK CORPORATION    | 6/8/15      | Light bulbs, ballasts                                                                                                                                                                                                                                                                                                         | \$1,203.78   |
| 33976                     | 496                     | KOLORTECH LIGHTING LLC    | 6/8/15      | Light bulbs                                                                                                                                                                                                                                                                                                                   | \$237.40     |
| 33977                     | 497                     | MELISSA J. WIDNER         | 6/8/15      | Mileage 5/5/15: Government Day                                                                                                                                                                                                                                                                                                | \$122.25     |
| 33978                     | 498                     | NANETTE SPEACHT           | 6/8/15      | Mileage 6/4/15: Circulation Counterparts meeting                                                                                                                                                                                                                                                                              | \$37.38      |
| 33979                     | 499                     | NIPSCO                    | 6/8/15      | Gas & electric service                                                                                                                                                                                                                                                                                                        | \$5,472.18   |
| 33980                     | 500                     | NITCO                     | 6/8/15      | DeM: Local Phone & Fax Service June 2015                                                                                                                                                                                                                                                                                      | \$150.12     |
| 33981                     | 501                     | OSBY WATER CONDITIONING   | 6/8/15      | Wh: changed filter, repaired check valve connection on sulphur guard, added peroxide; water softener chemicals                                                                                                                                                                                                                | \$310.00     |
| 33982                     | 502                     | POST TRIBUNE              | 6/8/15      | DeM: Newspaper subscription thru 6/17/16 Acct# 44365252                                                                                                                                                                                                                                                                       | \$260.00     |
| 33983                     | 503                     | QUILL CORPORATION         | 6/8/15      | Color copy paper, calculator, gloves, double-sided tape, dust mop handle, fax toner cartridge                                                                                                                                                                                                                                 | \$116.10     |
| 33984                     | 504                     | RAYANN GILMORE            | 6/8/15      | Mileage 4/3-6/5/15: bank deposits, Courthouse, Post Office, Budget/Gateway Workshop, Management Meeting, new employee orientation, pickup supplies, pickup clean janitorial towels                                                                                                                                            | \$119.31     |
| 33985                     | 505                     | RAYANN GILMORE            | 6/8/15      | Rens Petty Cash: laundry                                                                                                                                                                                                                                                                                                      | \$52.50      |
| 33986                     | 506                     | RENSSELAER CENTRAL HIGH   | 6/8/15      | Chaos Yearbook 2013-2014                                                                                                                                                                                                                                                                                                      | \$45.00      |
| 0                         | 507                     | SAGE PAYMENT SOLUTIONS    | 6/8/15      | Merchant Processing Fees- May 2015 (automatic withdrawal on 6/1/15)                                                                                                                                                                                                                                                           | \$52.20      |
| 33987                     | 508                     | STANDARD & POOR'S CORP.   | 6/8/15      | Continuations                                                                                                                                                                                                                                                                                                                 | \$243.75     |
| 33988                     | 509                     | STAPLES CREDIT PLAN       | 6/8/15      | Copy paper, sign holders                                                                                                                                                                                                                                                                                                      | \$197.95     |
| 33989                     | 510                     | TLC HOME IMPROVEMENTS, L  | 6/8/15      | Rens: 10 yds red mulch                                                                                                                                                                                                                                                                                                        | \$425.00     |
| 33990                     | 511                     | TRUGREEN PROCESSING CE    | 6/8/15      | DeM: Grub control, lawn service                                                                                                                                                                                                                                                                                               | \$110.00     |

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| <i>Warrant<br/>Number</i>     | <i>Claim<br/>Number</i> | <i>Name of Claimant</i> | <i>Date</i> | <i>Explanation</i>                                  | <i>Total</i>        |
|-------------------------------|-------------------------|-------------------------|-------------|-----------------------------------------------------|---------------------|
| 33991                         | 512                     | TWIST & SMILE BALLOONS  | 6/8/15      | Summer Reading Presenter                            | \$150.00            |
| 33992                         | 513                     | UNIQUE MANAGEMENT SERVI | 6/8/15      | Collections: Initial/Secondary Placements- May 2015 | \$98.45             |
| <b>Total Amount of Claims</b> |                         |                         |             |                                                     | <b>\$234,233.85</b> |

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, June 08, 2015

\_\_\_\_\_  
Fiscal Officer

### ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$234,233.85

Date this 8<sup>th</sup> day of June, 20 15.

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### SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.



# Voucher List

## Jasper County Public Library

Report Date: From 4/1/15 To 4/30/15

| Warrant Number | Claim Number | Name of Claimant          | Date    | Explanation                                                                                           | Total       |
|----------------|--------------|---------------------------|---------|-------------------------------------------------------------------------------------------------------|-------------|
| 33765          | 241          | 4 IMPRINT                 | 4/13/15 | Mood Pencils                                                                                          | \$340.30    |
| 33766          | 242          | AARON'S LAWN CARE         | 4/13/15 | DeM: 2/15/15 - 3/23/15 Shovel, Salt, & Plow; Wh: 2/15/15 - 3/23/15 Shovel, Salt, & Plow               | \$820.00    |
| 33767          | 243          | ACE HARDWARE              | 4/13/15 | DeM; WD-40, Primer, Door Stop, Velcro Strip, Primer, Paint, Roller Cover                              | \$82.22     |
| 33768          | 244          | AMERICAN PATRIOT PICTURE  | 4/13/15 | DeM; Still the Drums DVD                                                                              | \$19.99     |
| 33769          | 245          | ANTHEM BLUE CROSS BLUE    | 4/13/15 | Health Insurance premiums- April 2015                                                                 | \$11,598.08 |
| 33770          | 246          | ANTHEM BLUE CROSS BLUE    | 4/13/15 | April Cobra premiums for B. Thompson                                                                  | \$614.02    |
| 33771          | 247          | ANTHEM LIFE               | 4/13/15 | Life Insurance premiums- April 2015                                                                   | \$93.42     |
| 33772          | 248          | BAKER & TAYLOR            | 4/13/15 | Books, Continuations, AV, Auto. Yours                                                                 | \$11,010.25 |
| 33773          | 249          | BAKER & TAYLOR ENTERTAIN  | 4/13/15 | DVDs                                                                                                  | \$256.03    |
| 33774          | 250          | BLUETARP FINANCIAL, INC   | 4/13/15 | Tog Switch, 6 in. Combo Strip/Cutter                                                                  | \$12.68     |
| 33775          | 251          | CAPSTONE PRESS, INC       | 4/13/15 | Books                                                                                                 | \$1,371.86  |
| 33776          | 252          | CAROLYNN DeVRIES          | 4/13/15 | Mileage 3/19/15: E-Device Meeting @ Rensselaer Library                                                | \$25.30     |
| 33777          | 253          | CAVENDISH SQUARE PUBLIS   | 4/13/15 | Books                                                                                                 | \$21.95     |
| 33778          | 254          | CDW GOVERNMENT            | 4/13/15 | SIIG Dual Dest Stnd                                                                                   | \$72.11     |
| 33779          | 255          | CONSOLIDATED INSURANCE    | 4/13/15 | Semi-annual premium for building insurance; annual premium for workman's comp                         | \$13,958.00 |
| 33780          | 256          | DAVIDSON TITLES INC.      | 4/13/15 | Books                                                                                                 | \$3,673.67  |
| 33781          | 257          | DELTA DENTAL              | 4/13/15 | Dental Insurance premiums- April 2015                                                                 | \$493.17    |
| 33783          | 258          | ENA SERVICES LLC          | 4/13/15 | Internet service fo March 2015                                                                        | \$1,461.00  |
| 33782          | 259          | EMILY DURAN               | 4/13/15 | Mileage 03/31/15: AV Shopping                                                                         | \$25.30     |
| 33784          | 260          | EVELYN BRISTOL            | 4/13/15 | Food Items for Programs, General Library Supplies                                                     | \$41.90     |
| 33785          | 261          | FAEGRE BAKER DANIELS LLP  | 4/13/15 | Legal Assistance on personnel matters                                                                 | \$118.50    |
| 33786          | 262          | FASE-KALUF TV & APPLIANCE | 4/13/15 | Cordless Phone Battery                                                                                | \$21.99     |
| 33787          | 263          | FLEX-PAC INC              | 4/13/15 | Toilet paper, paper towel rolls, m-fold towels, Handwash                                              | \$243.21    |
| 33788          | 264          | GALE/CENGAGE LEARNING     | 4/13/15 | Books                                                                                                 | \$913.68    |
| 33789          | 265          | GREY HOUSE PUBLISHING     | 4/13/15 | Continuations                                                                                         | \$1,040.50  |
| 33790          | 266          | HAMSTRA BUILDERS, INC.    | 4/13/15 | DeM: 2/5/15 - Cleared Ice from Roof & Gutters                                                         | \$107.15    |
| 33791          | 267          | HP PRODUCTS               | 4/13/15 | Peroxide MultiSurf Cleaner                                                                            | \$34.52     |
| 33792          | 268          | JANICE WILMA              | 4/13/15 | Chat N Chew Teen Program Recipe Supplies, Youth Services 2 - 10 drawer carts & 2 file boxes           | \$98.94     |
| 33793          | 269          | JEAN LAMBERT              | 4/13/15 | Mileage 1/11 - 3/31/15: Recycling, Cleaning Supplies, Return Movies to Walmart                        | \$13.34     |
| 33794          | 270          | KIMBERLY HUNTER           | 4/13/15 | Mileage 3/9/15: Ask meeting @ Demotte                                                                 | \$25.30     |
| 33795          | 271          | LINDA POORTENGA           | 4/13/15 | Mileage 2/12-3/12/15: Management @ DeMotte, B2B, Br Counterparts, Deposit, Management @ Wheatfield    | \$104.88    |
| 33796          | 272          | LINDA THOMPSON            | 4/13/15 | Mileage 3/19/15: Counterparts @ DeMotte                                                               | \$9.20      |
| 33811          | 273          | THE LOCK DOCTOR           | 4/13/15 | R: ReKey Outside Doors/25 Keys to Outside Door                                                        | \$206.00    |
| 33797          | 274          | MARLENE BEEDLE            | 4/13/15 | Mileage 3/16/15: Digitization Meeting @ R                                                             | \$25.30     |
| 33798          | 275          | MICHAEL R. ANDERSON       | 4/13/15 | Rens: Snow Removal, 5 bags of Salt 2/26-3/3/15                                                        | \$462.50    |
| 33799          | 276          | NANCY PHILLIPS            | 4/13/15 | Rens. Youth Services: Easter/Spring Décor, Storage Containers for Craft Closet, Letters for Teen Wall | \$79.61     |
| 33800          | 277          | OFFICE DEPOT              | 4/13/15 | Envelopes, Large Clip Binders, Construction Paper, CD Folders, Magic Tape                             | \$67.26     |
| 33801          | 278          | PATTY STRINGFELLOW        | 4/13/15 | Mileage 3/12-3/17/15: Management Meeting, Tippecanoe Arts Federation Webinar, Books                   | \$131.43    |
| 33802          | 279          | POSTMASTER                | 4/13/15 | Postage                                                                                               | \$201.20    |
| 33803          | 280          | RACO INDUSTRIES           | 4/13/15 | Epson Receipt Printer Power Supply                                                                    | \$927.00    |

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| <b>Warrant<br/>Number</b> | <b>Claim<br/>Number</b> | <b>Name of Claimant</b>   | <b>Date</b> | <b>Explanation</b>                                                                                                                                                                                                                                                | <b>Total</b> |
|---------------------------|-------------------------|---------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 33804                     | 281                     | RAYANN GILMORE            | 4/13/15     | Mileage 1/2-4/2/15: bank deposits, Return ILL Packages, Mail Bond Payment, Laundry, Board Packages, W2 Forms, Bond, Borard Appt. Forms to Clerk, Mail Vendor Cks, File Treasurer Bond, File Conflict of Interest, Bank Paperwork, Supplies, Mail Certified Letter | \$22.20      |
| 33805                     | 282                     | REPUBLIC SERVICES #715    | 4/13/15     | Wh: Trash Service- April 2015                                                                                                                                                                                                                                     | \$64.95      |
| 33806                     | 283                     | ROSEN PUBLISHING          | 4/13/15     | Books                                                                                                                                                                                                                                                             | \$789.95     |
| 33807                     | 284                     | STANLEY STEEMER           | 4/13/15     | DEM: Cleaning - 97 Chairs, 1 Sofa, 2 Love Seats, 8 Pillows                                                                                                                                                                                                        | \$867.90     |
| 33808                     | 285                     | SVT, LLC                  | 4/13/15     | Chat N Chew Supplies                                                                                                                                                                                                                                              | \$24.97      |
| 33809                     | 286                     | TEAM SOFTWARE SOLUTION    | 4/13/15     | Public Web Browser Annual Renewal                                                                                                                                                                                                                                 | \$125.00     |
| 33810                     | 287                     | THE LIBRARY CORPORATION   | 4/13/15     | 2015 TLCU Conference Registration                                                                                                                                                                                                                                 | \$475.00     |
| 33813                     | 288                     | THREE TREE INVESTMENTS L  | 4/13/15     | DeM: 8 New Exit Signs, Installed Florescent Light in Elevator; WH: 2 New Exit Lights & 4 Batter Replacements in the Exit Fitures                                                                                                                                  | \$985.00     |
| 33812                     | 289                     | THE TIMES                 | 4/13/15     | Wh: Newspaper subscription thru 4/25/15                                                                                                                                                                                                                           | \$278.20     |
| 33814                     | 290                     | TRU-GREEN LIMITED PARTNE  | 4/13/15     | DeM: Ice Melt Bags, Rens: Ice Melt Bags, Wh: Ornamental Bed Weed Control                                                                                                                                                                                          | \$571.00     |
| 33815                     | 291                     | VISION SERVICE PLAN- (IN) | 4/13/15     | Vision Insurance Premiums- April 2015                                                                                                                                                                                                                             | \$202.81     |
| 33816                     | 292                     | WAL-MART COMMUNITY/RFC    | 4/13/15     | DVDs, Batteries, Wipes, Cleaner, Envelope, Plates, Children's Craft Supplies, Music CDs, Adult Programs Supplies, Positivity Meeting Supplies, Teen Tech Week Program Supplies                                                                                    | \$855.50     |
| 33817                     | 293                     | WASTE MANAGEMENT          | 4/13/15     | DeM: Trash Pick-up, April 2015                                                                                                                                                                                                                                    | \$87.98      |
| 0                         | 294                     | INPRS fbo PERF            | 4/13/15     | 11/10/2014 to 3/25/15 Kim Hunter Payroll Contributions, 1/23/15 to 3/25/15 Carolynn DeVries Payroll Contributions                                                                                                                                                 | \$2,073.21   |
| 0                         | 295                     | PAYROLL                   | 4/10/15     | PAYROLL                                                                                                                                                                                                                                                           | \$51,097.61  |
| 0                         | 296                     | BILL HROMADA              | 4/10/15     | Courier Mileage, 3/16/15-3/31/15 (Conf #234)                                                                                                                                                                                                                      | \$356.50     |
| 0                         | 297                     | DELTA DENTAL              | 4/10/15     | Dental Insurance premiums- March 2015 (conf# 239)                                                                                                                                                                                                                 | \$544.39     |
| 0                         | 298                     | DENISE HAVENS             | 4/10/15     | Substitute Courier Mileage 3/26/15 (conf# 235)                                                                                                                                                                                                                    | \$35.65      |
| 0                         | 299                     | GREAT-WEST RETIREMENT S   | 4/10/15     | Annuity Withheld 4/10/15 payroll (Conf. #238)                                                                                                                                                                                                                     | \$945.00     |
| 0                         | 300                     | INDIANA DEPARTMENT OF RE  | 4/10/15     | EFT-State & County Taxes w/held March 2015 Payrolls (Ref #93524)                                                                                                                                                                                                  | \$5,714.40   |
| 0                         | 301                     | INPRS fbo PERF            | 4/10/15     | 4/10/15 Payroll Contributions                                                                                                                                                                                                                                     | \$6,049.64   |
| 0                         | 302                     | IRS USA TAXPAYMENT        | 4/10/15     | EFT-FICA & Federal Taxes w/held 4/10/15 (Ref #71886722)                                                                                                                                                                                                           | \$11,753.91  |
| 0                         | 303                     | PATTY EENIGENBURG         | 4/10/15     | Substitute Courier Mileage 3/27/15 (conf# 233)                                                                                                                                                                                                                    | \$35.65      |
| 0                         | 304                     | TOWN OF DEMOTTE           | 4/10/15     | DeM: Sewer & Water- March 2015 (conf# 237)                                                                                                                                                                                                                        | \$222.28     |
| 0                         | 305                     | TOWN OF WHEATFIELD        | 4/10/15     | Wh: Sewer- April 2015 (conf# 236)                                                                                                                                                                                                                                 | \$56.65      |
| 33818                     | 306                     | AFFORDABLE ALTERNATIVES   | 4/13/15     | Labels                                                                                                                                                                                                                                                            | \$81.42      |
| 0                         | 307                     | ALLIANCE BANK             | 4/13/15     | Direct Deposit Fees March 2015                                                                                                                                                                                                                                    | \$36.40      |
| 33819                     | 308                     | BRODART CO.               | 4/13/15     | S End Stop                                                                                                                                                                                                                                                        | \$13.56      |
| 33820                     | 309                     | BUSINESS CARD             | 4/13/15     | DVDs, CDs, AV Shopping Expenses, Children's Counterparts Expenses, Summer Reading Prizes, Marketing Display Board, Management Meeting Expenses, Tracfone Subscription, Digipalooza Registration - D. Kristoff & E. Bristol                                        | \$5,348.17   |
| 33821                     | 310                     | CENTURYLINK               | 4/13/15     | Rens: Local phone & fax service- April 2015                                                                                                                                                                                                                       | \$124.31     |
| 33822                     | 311                     | CULLIGAN WATER CONDITIO   | 4/13/15     | Wh: Water Cooler Rental-April 2015, 5-gallon drinking water- 10                                                                                                                                                                                                   | \$81.45      |
| 33823                     | 312                     | D & S COMPUTER SERVICES   | 4/13/15     | Hosting 2nd quarter 2015                                                                                                                                                                                                                                          | \$120.00     |
| 33826                     | 313                     | DEMCO                     | 4/13/15     | Acrylic Frames, Plyfit Center Cut Book Jackets, Sante Fe Book Support & Cork, Credit - Damaged Furniture                                                                                                                                                          | \$83.83      |
| 33824                     | 314                     | DAVIS WATER CONDITIONING  | 4/13/15     | DeM: 50# bags of solar salt- 5                                                                                                                                                                                                                                    | \$43.00      |
| 33825                     | 315                     | DEBORAH KRISTOFF          | 4/13/15     | Mileage 1/15/15 - 3/30/15: Management Meeting, Bookseller, Brank Counterparts, Reference Counterparts, Database Meetings                                                                                                                                          | \$116.73     |
| 33827                     | 316                     | DUMAS & MAHNESMITH P.C.   | 4/13/15     | Legal Assistance: Property Purchase                                                                                                                                                                                                                               | \$522.50     |

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| <i>Warrant<br/>Number</i> | <i>Claim<br/>Number</i> | <i>Name of Claimant</i>    | <i>Date</i> | <i>Explanation</i>                                                                                                                                                                                                              | <i>Total</i> |
|---------------------------|-------------------------|----------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 33829                     | 317                     | HP PRODUCTS                | 4/13/15     | Glass Cleaner, Toilet Bowl Cleaner, Trash Bags                                                                                                                                                                                  | \$194.78     |
| 33828                     | 318                     | HERITAGE OFFICE PRODUCT    | 4/13/15     | Name Tags, Name plate, Business Office Sign                                                                                                                                                                                     | \$78.30      |
| 33830                     | 319                     | INDIANA DEPT. OF WORKFOR   | 4/13/15     | 1st Quarter 2015 Unemployment Compensation Pymt                                                                                                                                                                                 | \$1,844.19   |
| 33831                     | 320                     | JANWAY COMPANY USA, INC.   | 4/13/15     | Full color Magnets                                                                                                                                                                                                              | \$296.00     |
| 33832                     | 321                     | JOHNSON COUNTY PUBLIC LI   | 4/13/15     | ILL item patron did not return                                                                                                                                                                                                  | \$13.99      |
| 33833                     | 322                     | KONE, INC.                 | 4/13/15     | DeM: Elevator maintenance agreement 4/1/15-6/30/15                                                                                                                                                                              | \$405.18     |
| 33834                     | 323                     | MIDWEST TAPE               | 4/13/15     | Audiobook Sleeve                                                                                                                                                                                                                | \$425.99     |
| 33835                     | 324                     | NIPSCO                     | 4/13/15     | DeM: Gas & Electric Service 03/07/15-04/06/15, Wh:<br>Gas & Electric Service 3/5/15-03/31/15                                                                                                                                    | \$5,768.57   |
| 33836                     | 325                     | OFFICE DEPOT               | 4/13/15     | Toner; Magic Tape; Adhesive Band-Aid; Astrobrights<br>Paper; Sursrt Tape; Blue, Red, White, & Green<br>Construction Paper                                                                                                       | \$273.29     |
| 33837                     | 326                     | PRECISION CONTROL SYSTE    | 4/13/15     | Quarterly Invoice for Routnine Maintenance @ Rens &<br>DeM(Contract Jan.1 thru Dec. 31, 2015                                                                                                                                    | \$2,099.00   |
| 33838                     | 327                     | QUILL CORPORATION          | 4/13/15     | 3 Drawer White Cart, Blue Pens, Yellow Sticky Notes,<br>White Velcro Coins, labels, toner, Black Hvy Duty EZD<br>bnd with Label , Black Rubber Bands, Fabric Bandages,<br>USV Cbl Adpt, Credit for Pink, Canary and White Paper | \$228.46     |
| 33839                     | 328                     | RACHAEL CAVINDER           | 4/13/15     | Mileage 2/12/15-3/31/15: Management Meeting,<br>Preschool Visit, Book Salesman, AV Shopping                                                                                                                                     | \$75.90      |
| 33840                     | 329                     | RELIANCE LABEL SOLUTIONS   | 4/13/15     | Single Library Labels                                                                                                                                                                                                           | \$624.19     |
| 33841                     | 330                     | ROEING CORPORATION         | 4/13/15     | Rens: Installation of Projector at Conference Room & AV<br>Cables for inputs                                                                                                                                                    | \$600.00     |
| 0                         | 331                     | SAGE PAYMENT SOLUTIONS     | 4/13/15     | Merchant Processing Fees- March 2015 (automatic<br>withdrawal on 4/2/15)                                                                                                                                                        | \$68.88      |
| 33842                     | 332                     | S & S WORLDWIDE, INC       | 4/13/15     | Color Me Mini Super Hero Capes                                                                                                                                                                                                  | \$91.96      |
| 33843                     | 333                     | SHOWCASES                  | 4/13/15     | Clear Vinyl Label Protectors                                                                                                                                                                                                    | \$29.27      |
| 33844                     | 334                     | ULINE                      | 4/13/15     | Strap Tape, Black DVD Cases                                                                                                                                                                                                     | \$368.83     |
| 33845                     | 335                     | UNIQUE MANAGEMENT SERVI    | 4/13/15     | Collections: Initial/Secondary Placements- March 2015                                                                                                                                                                           | \$89.50      |
| 33846                     | 336                     | WALL STREET JOURNAL        | 4/13/15     | 1yr newspaper subscription                                                                                                                                                                                                      | \$382.88     |
| 33847                     | 337                     | ZIESE PLUMBING, HEATING, & | 4/13/15     | Rens: Turn on outside water hydrants                                                                                                                                                                                            | \$230.00     |
| 0                         | 338                     | PAYROLL                    | 4/24/15     | PAYROLL                                                                                                                                                                                                                         | \$48,543.66  |
| 33848                     | 339                     | JASPER COUNTY TREASURE     | 4/22/15     | DeM: Tax bill for ditch                                                                                                                                                                                                         | \$240.00     |
| 0                         | 340                     | AFLAC                      | 4/24/15     | Supplemental Insurance April 2015 (Conf. #243)                                                                                                                                                                                  | \$546.54     |
| 0                         | 341                     | BILL HROMADA               | 4/24/15     | Courier Mileage, 4/1/15-4/15/15 (Conf #240)                                                                                                                                                                                     | \$392.15     |
| 0                         | 342                     | CENTURYLINK                | 4/24/15     | WH: Fax Service April 2015 (Conf. # 241)                                                                                                                                                                                        | \$14.65      |
| 0                         | 343                     | CITY OF RENSSELAER         | 4/24/15     | RENS: Utilities 3/9/15-4/8/15 (Conf. #242)                                                                                                                                                                                      | \$3,021.81   |
| 0                         | 344                     | GREAT-WEST RETIREMENT S    | 4/24/15     | Annuity Withheld 4/24/15 payroll (Conf. #245)                                                                                                                                                                                   | \$945.00     |
| 0                         | 345                     | INPRS fbo PERF             | 4/24/15     | 4/24/15 Payroll Contributions                                                                                                                                                                                                   | \$5,758.81   |
| 0                         | 346                     | IRS USA TAXPAYMENT         | 4/24/15     | EFT-FICA & Federal Taxes w/held 4/24/15 (Ref<br>#22349891)                                                                                                                                                                      | \$11,068.86  |

F4d

Warrant

Claim

Number

Number Name of Claimant

Date

Explanation

Total

Total Amount of Claims

\$226,350.12

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, May 26, 2015

\_\_\_\_\_  
Fiscal Officer

### ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 4 pages, and except

for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

\$226,350.12

Date this 8<sup>th</sup> day of June, 20 15.

### SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.



*July*

**Agenda  
Jasper County Public Library  
Board of Trustees Meeting  
Monday, July 13, 2015, 6pm  
Rensselaer Public Library**

**Opening of Meeting**

Moment of Silence

**Approval of Consent Agenda & Consent Agenda Items**      Action

Minutes of June Board Meeting  
Bills/Financial Reports  
2015 Salary Ordinance Update (R 7)  
Policy Review (R 10, R 12, R 25)  
DeMotte Touch of Dutch Festival (R 25)

**General Business**

|                                           |        |
|-------------------------------------------|--------|
| 2016 Budget (R 15, R 25)                  | Action |
| Insurance, Newly Acquired Property (R 26) | Action |
| Digital Access Card Service (R 26)        | Action |

**Director's Report** (R 25-R 28)      Information

**Items for Future Agendas**

**Public Forum**

**Adjournment**



## MINUTES

Jasper County Public Library Board of Trustees  
6:00 PM

June 8, 2015  
Rensselaer Library

**Present:** Janet Umlauf, Natalie Waling, Timothy Schultz, Deana George, Mark Heinig, Patricia Stringfellow, Rayann Gilmore, Melissa Widner

**Absent:** Janelle Harper, Jody Melton

**Agenda & Consent Agenda Approval:** The Consent Agenda and Consent Agenda items including the May Board Meeting Minutes, bills/financial reports, Internet Use and Safety Policy revisions, Salary Ordinance update were approved on a motion by N. Waling, seconded by D. George. Motion passed.

**DeMotte Library Future Plans:** Copies of our signed purchase agreement for the property adjacent to the DeMotte Library are on file in the Business Office. The earnest money has been paid and we are on schedule for our July payment. Because our final payment occurs in January 2016 we do have to declare debt to our taxpayers via the Gateway so we have made the appropriate entries. The purchase agreement states that we are responsible for insurance, utilities, and maintenance effective July 15, 2015. P. Stringfellow explained that she has received a quote with actual cash value settlement from our insurance agent. For \$125,000 coverage on the dwelling, \$1 million in liability, a vacant permit, and a \$1000 deductible the annual premium is \$729. M. Heinig moved, seconded by N. Waling, to add the insurance coverage for the property to the library's policy. After discussion, M. Heinig amended the motion and moved, seconded by N. Waling to have P. Stringfellow get information from our insurance agent on coverage with a higher deductible, adding the seller as an additional insured, and what the premium would be if the coverage was reduced after the final payment on January 15, 2016. Motion passed.

P. Stringfellow asked if the Library Board wished to pursue renewal of the parking lot lease with KV Schools when it expires in June 2016. D. George moved, seconded by N. Waling, to pursue renewal of the parking lot lease. Motion passed.

**Webmaster Report:** Webmaster, Melissa Widner, was excited to report that a redesign of the Library's website was launched this year. The new website, created with input from both staff and patrons, features brighter colors and less text. It is also more mobile friendly for patrons using smart phones and tablets. A new page has been added showing patrons how to resize text on websites when using some of the most common browsers. The hope is to add more of these informative pages to the website in the future. Future projects also include continuing to evaluate design, sharing good content (both through web pages & the blogs), and learning to use social media to promote the library and reach a wider audience. This has already begun with the library establishing a Tumblr account and an Instagram account. A Wheatfield staff person is uploading pictures to Instagram in a pilot program to reach out to teens.

**Digital Access Card:** The Digital Access Card workgroup has met and are in the midst of working out the details for this service. The hope is to launch it this fall, either August 1 or September 1. Right now the thought is to launch the service at the KV and Rensselaer schools initially.

**2016 Budget Committee:** We will meet with our DLGF Field Rep on July 10 to review budget paperwork. We will need to meet with the Budget Committee July 9 to review budget

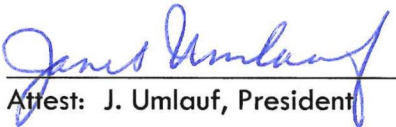


recommendations. Committee members are: D. George, chair; J. Umlauf; and M. Heinig. The July 9 meeting will be held at 8am.

**Director's Report:** P. Stringfellow shared that she attended the Privacy in Libraries Conference at the Indiana State Library in May. This was a great refresher on matters of privacy and confidentiality in the library and assured her that our policies are in good order. She also learned that we need to be letting our users know what information we collect and what we do with that information.

**Adjournment:** With no further matters for discussion J. Umlauf adjourned the meeting at 7:00 PM.

  
Timothy Schultz, Secretary Pro-Tem

  
Attest: J. Umlauf, President

**CIRCULATION BY HOLDINGS CODE**  
**June 2015**

| ITEM CODE                         | DEMOTTE | RENSSELAER | WHEATFIELD | TOTAL |
|-----------------------------------|---------|------------|------------|-------|
| Award Winner JBIO (DAJBIO)        | 0       | 0          | 0          | 0     |
| Award Winner JE (DAJE)            | 0       | 0          | 0          | 0     |
| Award Winner JFIC (DAJFIC)        | 124     | 0          | 0          | 124   |
| Award Winner JNF (DAJNF)          | 0       | 0          | 0          | 0     |
| Award Winner JPFIC (DAJBPF)       | 0       | 0          | 0          | 0     |
| Award Winning fiction (DAWFIC)    | 0       | 0          | 0          | 0     |
| Award Winning non-fiction (DAWNF) | 0       | 0          | 0          | 0     |
| Award Winner YAFIC (DAYAF)        | 0       | 0          | 0          | 0     |
| Award Winner YAPFIC (DAYPBF)      | 0       | 0          | 0          | 0     |
| Biography (DBIO)                  | 19      | 2          | 4          | 25    |
| Blu-Ray (DBR)                     | 194     | 1          | 0          | 195   |
| Books on CD (DBKCD)               | 199     | 5          | 3          | 207   |
| Books on Tape (DBKT)              | 0       | 0          | 0          | 0     |
| Compact Disc (DCD)                | 229     | 19         | 0          | 248   |
| Digital Audiobooks (DDA)          | 35      | 0          | 0          | 35    |
| DVD (DDVD)                        | 1639    | 28         | 9          | 1676  |
| Equipment (DEQP)                  | 84      | 0          | 0          | 84    |
| See librarian (DERR)              | 0       | 0          | 0          | 0     |
| Express Book (DEXP)               | 27      | 0          | 0          | 27    |
| Fiction (DFIC)                    | 682     | 35         | 7          | 724   |
| Fiction Fantasy (DFICF)           | 21      | 1          | 0          | 22    |
| Fiction Mystery (DFICM)           | 127     | 7          | 3          | 137   |
| Fiction New (DFICNEW)             | 417     | 14         | 6          | 437   |
| Fiction Science Fiction (DFICSF)  | 17      | 1          | 0          | 18    |
| Fiction Western (DFICW)           | 2       | 0          | 0          | 2     |
| Genealogy (DGENE)                 | 0       | 0          | 0          | 0     |
| Genealogy Mag (DGMAG)             | 0       | 0          | 0          | 0     |
| Graphic Novels (DGN)              | 269     | 1          | 3          | 273   |
| Hanging Bags (DHANG)              | 56      | 0          | 2          | 58    |
| ILL (DILL)                        | 59      | 6          | 4          | 69    |
| Internet (DINTER)                 | 850     | 0          | 0          | 850   |
| Juv. Audio book (DJAUDB)          | 25      | 3          | 0          | 28    |
| Juv. Biography (DJBIO)            | 96      | 0          | 0          | 96    |
| Juv. Book on CD (DJBKCD)          | 0       | 0          | 0          | 0     |
| Juv. Book on Tape (DJBKT)         | 0       | 0          | 0          | 0     |
| Juv. Compact Disc (DJCD)          | 36      | 0          | 0          | 36    |
| Juvenile Easy (DJE)               | 1156    | 3          | 27         | 1186  |
| Juv. Easy Non-fiction (DJENF)     | 150     | 2          | 2          | 154   |
| Juv. Easy Reader (DJER)           | 1009    | 2          | 25         | 1036  |
| Juv. Fiction (DJFIC)              | 1083    | 10         | 42         | 1135  |
| Juv. Holiday books (DJHOL)        | 43      | 0          | 0          | 43    |
| Juv. Magazine (DJMAG)             | 101     | 0          | 1          | 102   |
| Juv. Music Cassette (DJMC)        | 0       | 0          | 0          | 0     |
| Juv. Nonfiction (DJNF)            | 580     | 15         | 17         | 612   |
| Juv. Nonfic Text Bk (DJNFTB)      | 0       | 0          | 0          | 0     |
| Juv. Paperback fic (DJPBF)        | 0       | 0          | 0          | 0     |
| Juv. Professional Coll. (DJPRO)   | 0       | 0          | 0          | 0     |
| Juv. Reference (DJREF)            | 4       | 0          | 0          | 4     |
| Juv. Toddler (DJTOD)              | 185     | 0          | 1          | 186   |

|                                 |     |      |    |      |
|---------------------------------|-----|------|----|------|
| Large Print Fiction (DLPF)      | 203 | 5    | 1  | 209  |
| Large Print Nonfic (DLPNF)      | 12  | 0    | 0  | 12   |
| Magazine (DMAG)                 | 623 | 0    | 0  | 623  |
| Music Cassette (DMCAS)          | 0   | 0    | 0  | 0    |
| Nonfiction 000 (DNF000)         | 6   | 0    | 0  | 6    |
| Nonfiction 100 (DNF100)         | 3   | 1    | 1  | 5    |
| Nonfiction 200 (DNF200)         | 23  | 4    | 1  | 28   |
| Nonfiction 300 (DNF300)         | 46  | 7    | 2  | 55   |
| Nonfiction 400 (DNF400)         | 5   | 4    | 0  | 9    |
| Nonfiction 500 (DNF500)         | 23  | 0    | 2  | 25   |
| Nonfiction 600 (DNF600)         | 138 | 4    | 6  | 148  |
| Nonfiction 700 (DNF700)         | 27  | 1    | 1  | 29   |
| Nonfiction 800 (DNF800)         | 9   | 0    | 0  | 9    |
| Nonfiction 900 (DNF900)         | 41  | 2    | 3  | 46   |
| Nonfiction Blu-Ray (DNFBR)      | 4   | 0    | 0  | 4    |
| Nonfiction DVD (DNFDVD)         | 99  | 1    | 0  | 100  |
| Nonfiction (DNFIC)              | 0   | 0    | 0  | 0    |
| Nonfiction New (DNFNEW)         | 92  | 6    | 2  | 100  |
| Nonfiction VHS (DNFVHS)         | 0   | 0    | 0  | 0    |
| Oversize (DOVER)                | 0   | 1    | 0  | 1    |
| Professional Coll. (DPROF)      | 0   | 0    | 0  | 0    |
| Parent Shelf Juv. Fic (DPSJFic) | 0   | 0    | 0  | 0    |
| Parent Shelf Juv. NF (DPSJNF)   | 8   | 0    | 0  | 8    |
| Reference (DREF)                | 0   | 0    | 0  | 0    |
| Ref. Magazine (DRMAG)           | 0   | 0    | 0  | 0    |
| Reference Software (DRSW)       | 0   | 0    | 0  | 0    |
| Spanish Collection (DSPA)       | 14  | 1    | 0  | 15   |
| Software (DSWAR)                | 5   | 1    | 0  | 6    |
| Vertical File (DVF)             | 0   | 0    | 0  | 0    |
| VHS (DVHS)                      | 8   | 0    | 0  | 8    |
| YA Audio book (DYAUSB)          | 22  | 0    | 0  | 22   |
| YA Biography (DYAB)             | 16  | 0    | 0  | 16   |
| YA Books on CD (DYABKCD)        | 0   | 0    | 0  | 0    |
| YA Books on Tape (DYABKT)       | 0   | 0    | 0  | 0    |
| YA Fiction (DYAF)               | 314 | 6    | 7  | 327  |
| YA Music CD (DYACD)             | 0   | 0    | 0  | 0    |
| YA Nonfiction (DYANF)           | 37  | 0    | 0  | 37   |
| YA Paperback Fic (DYAPBF)       | 0   | 0    | 0  | 0    |
| Storage (DZSTO)                 | 21  | 2    | 0  | 23   |
|                                 |     |      |    |      |
| Award Winner JBIO (RAJBIO)      | 0   | 0    | 0  | 0    |
| Award Winner JE (RAJE)          | 0   | 0    | 0  | 0    |
| Award Winner JFIC (RAJFIC)      | 0   | 0    | 0  | 0    |
| Biography (RBIO)                | 1   | 28   | 4  | 33   |
| Blu-Ray (RBR)                   | 0   | 310  | 0  | 310  |
| Books on CD (RBKCD)             | 4   | 146  | 6  | 156  |
| Books on Tape (RBKT)            | 0   | 0    | 0  | 0    |
| Compact Disc (RCD)              | 1   | 318  | 2  | 321  |
| Digital Audiobooks (RDA)        | 0   | 35   | 0  | 35   |
| DVD (RDVD)                      | 27  | 3335 | 36 | 3398 |
| Equipment (REQP)                | 0   | 26   | 0  | 26   |
| See librarian (RERR)            | 0   | 0    | 0  | 0    |
| Express Book (REXP)             | 0   | 34   | 0  | 34   |
| Fiction (RFIC)                  | 43  | 655  | 11 | 709  |
| Fiction New (RFICNEW)           | 21  | 353  | 15 | 389  |

|                                 |    |      |    |      |
|---------------------------------|----|------|----|------|
| Genealogy (RGENE)               | 0  | 0    | 0  | 0    |
| Genealogy Mag (RGMAG)           | 0  | 0    | 0  | 0    |
| Gen. Milroy Coll (RGMIL)        | 0  | 0    | 0  | 0    |
| Graphic Novels (RGN)            | 0  | 248  | 16 | 264  |
| Hanging Bag (RHANG)             | 0  | 5    | 0  | 5    |
| ILL (RILL)                      | 1  | 94   | 0  | 95   |
| Internet (RINTER)               | 0  | 2084 | 0  | 2084 |
| Juv. Audio book (RJAUDB)        | 0  | 42   | 0  | 42   |
| Juv. Biography (RJBIO)          | 4  | 32   | 0  | 36   |
| Juv. Book on CD (RJBKCD)        | 0  | 0    | 0  | 0    |
| Juv. Book on Tape (RJBKT)       | 0  | 0    | 0  | 0    |
| Juv. Compact Disc (RJCD)        | 1  | 36   | 0  | 37   |
| Juvenile Easy (RJE)             | 9  | 643  | 5  | 657  |
| Juv. Easy Non-fiction (RJENF)   | 3  | 54   | 0  | 57   |
| Juv. Easy Reader (RJER)         | 3  | 540  | 10 | 553  |
| Juv. Fiction (RJFIC)            | 31 | 735  | 5  | 771  |
| Juv. Magazine (RJMAG)           | 0  | 19   | 0  | 19   |
| Juv. Music Cassette (RJMC)      | 0  | 0    | 0  | 0    |
| Juv. Nonfiction (RJNF)          | 6  | 384  | 5  | 395  |
| Juv. Paperback fic (RJPBF)      | 0  | 0    | 0  | 0    |
| Juv. Professional Coll. (RJPRO) | 0  | 0    | 0  | 0    |
| Juv. Reference (RJREF)          | 0  | 11   | 0  | 11   |
| Juv. Toddler (RJTO)             | 0  | 105  | 0  | 105  |
| Large Print Fiction (RLPF)      | 22 | 265  | 7  | 294  |
| Large Print Nonfic (RLPNF)      | 2  | 7    | 0  | 9    |
| Magazine (RMAG)                 | 6  | 427  | 0  | 433  |
| Music Cassette (RMCAS)          | 0  | 0    | 0  | 0    |
| Non-Fiction 000 (RNF000)        | 0  | 2    | 0  | 2    |
| Non-Fiction 100 (RNF100)        | 4  | 18   | 2  | 24   |
| Non-Fiction 200 (RNF200)        | 1  | 26   | 0  | 27   |
| Non-Fiction 300 (RNF300)        | 8  | 68   | 6  | 82   |
| Non-Fiction 400 (RNF400)        | 0  | 22   | 0  | 22   |
| Non-Fiction 500 (RNF500)        | 4  | 25   | 0  | 29   |
| Non-Fiction 600 (RNF600)        | 6  | 140  | 6  | 152  |
| Non-Fiction 700 (RNF700)        | 1  | 62   | 1  | 64   |
| Non-Fiction 800 (RNF800)        | 1  | 10   | 0  | 11   |
| Non-Fiction 900 (RNF900)        | 3  | 62   | 2  | 67   |
| Nonfiction Blu-Ray (RNFB)       | 0  | 2    | 0  | 2    |
| Nonfiction DVD (RNFDVD)         | 10 | 135  | 0  | 145  |
| Nonfiction (RNFIC)              | 0  | 2    | 0  | 2    |
| Nonfiction new (RNFNEW)         | 13 | 158  | 10 | 181  |
| Nonfiction VHS (RNFVHS)         | 0  | 0    | 0  | 0    |
| Oversize (ROVER)                | 2  | 1    | 0  | 3    |
| Professional Coll. (RPRO)       | 0  | 2    | 0  | 2    |
| Reference (REF)                 | 0  | 1    | 0  | 1    |
| Reference Business (RREFB)      | 0  | 0    | 0  | 0    |
| Ref. Magazine (RRMAG)           | 0  | 0    | 0  | 0    |
| Ready Reference (RRR)           | 0  | 0    | 0  | 0    |
| Reference Software (RRSW)       | 0  | 0    | 0  | 0    |
| Spanish Collection (RSPA)       | 0  | 5    | 0  | 5    |
| Software (RSWAR)                | 0  | 17   | 0  | 17   |
| Vertical File (RVF)             | 0  | 1    | 0  | 1    |
| VHS (RVHS)                      | 0  | 0    | 0  | 0    |
| YA Audio book (RYAUDB)          | 0  | 12   | 0  | 12   |
| YA Biography (RYAB)             | 0  | 5    | 0  | 5    |

|                                  |    |     |      |      |
|----------------------------------|----|-----|------|------|
| YA Books on CD (RYABKCD)         | 0  | 0   | 0    | 0    |
| YA Books on Tape (RYABKT)        | 0  | 0   | 0    | 0    |
| YA Fiction (RYAF)                | 16 | 213 | 5    | 234  |
| YA Music CD (RYACD)              | 0  | 84  | 1    | 85   |
| YA Nonfiction (RYANF)            | 2  | 13  | 0    | 15   |
| YA Paperback Fic (RYAPBF)        | 0  | 0   | 0    | 0    |
| Storage (RZSTO)                  | 0  | 2   | 0    | 2    |
| Award Winner JE (WAJE)           | 0  | 0   | 0    | 0    |
| Biography (WBIO)                 | 1  | 3   | 15   | 19   |
| Blu-Ray (WBR)                    | 0  | 0   | 173  | 173  |
| Books on CD (WBKCD)              | 10 | 28  | 124  | 162  |
| Books on Tape (WBKT)             | 0  | 0   | 0    | 0    |
| Compact Disc (WCD)               | 2  | 23  | 143  | 168  |
| Digital Audiobooks (WDA)         | 0  | 1   | 37   | 38   |
| DVD (WDVD)                       | 11 | 17  | 2376 | 2404 |
| Equipment (WEQP)                 | 0  | 0   | 26   | 26   |
| See librarian (WERR)             | 0  | 0   | 0    | 0    |
| Express Book (WEXP)              | 0  | 0   | 18   | 18   |
| Fiction (WFIC)                   | 32 | 29  | 348  | 409  |
| Fiction Fantasy (WFICF)          | 2  | 3   | 7    | 12   |
| Fiction Mystery (WFICM)          | 6  | 9   | 62   | 77   |
| Fiction New (WFICNEW)            | 18 | 11  | 272  | 301  |
| Fiction Science Fiction (WFICSF) | 0  | 0   | 7    | 7    |
| Fiction Western (WFICW)          | 1  | 0   | 6    | 7    |
| Genealogy (WGENE)                | 0  | 0   | 0    | 0    |
| Genealogy Mag (WGMAG)            | 0  | 0   | 0    | 0    |
| Graphic Novels (WGN)             | 1  | 1   | 50   | 52   |
| Hanging Bags (WHANG)             | 1  | 0   | 11   | 12   |
| ILL (WILL)                       | 1  | 0   | 25   | 26   |
| Internet (WINTER)                | 0  | 0   | 432  | 432  |
| Juv. Audio book (WJAUDB)         | 0  | 2   | 27   | 29   |
| Juv. Biography (WJBIO)           | 0  | 0   | 26   | 26   |
| Juv. Book on CD (WJBKCD)         | 0  | 0   | 0    | 0    |
| Juv. Book on Tape (WJBKT)        | 0  | 0   | 0    | 0    |
| Juv. Compact Disc (WJCD)         | 0  | 0   | 21   | 21   |
| Juvenile Easy (WJE)              | 13 | 2   | 659  | 674  |
| Juv. Easy Non-fiction (WJENF)    | 1  | 0   | 151  | 152  |
| Juv. Easy Reader (WJER)          | 23 | 0   | 827  | 850  |
| Juv. Fiction (WJFIC)             | 32 | 13  | 903  | 948  |
| Juv. Magazine (WJMAG)            | 0  | 0   | 33   | 33   |
| Juv. Music Cassette (WJMC)       | 0  | 0   | 0    | 0    |
| Juv. Nonfiction (WJNF)           | 3  | 17  | 404  | 424  |
| Juv. Paperback fic (WJPBF)       | 0  | 0   | 0    | 0    |
| Juv. Professional Coll. (WJPRO)  | 0  | 0   | 0    | 0    |
| Juv. Reference (WJREF)           | 0  | 0   | 3    | 3    |
| Juv. Toddler (WJTOD)             | 5  | 0   | 218  | 223  |
| Large Print Fiction (WLPF)       | 24 | 8   | 118  | 150  |
| Large Print Nonfic (WLPNF)       | 1  | 0   | 4    | 5    |
| Magazine (WMAG)                  | 4  | 0   | 252  | 256  |
| Non-Fiction 000 (WNF000)         | 0  | 0   | 14   | 14   |
| Non-Fiction 100 (WNF100)         | 1  | 0   | 2    | 3    |
| Non-Fiction 200 (WNF200)         | 2  | 0   | 8    | 10   |
| Non-Fiction 300 (WNF300)         | 1  | 3   | 10   | 14   |
| Non-Fiction 400 (WNF400)         | 0  | 0   | 2    | 2    |

|                               |       |       |      |       |
|-------------------------------|-------|-------|------|-------|
| Non-Fiction 500 (WNF500)      | 1     | 1     | 7    | 9     |
| Non-Fiction 600 (WNF600)      | 6     | 1     | 69   | 76    |
| Non-Fiction 700 (WNF700)      | 0     | 2     | 15   | 17    |
| Non-Fiction 800 (WNF800)      | 1     | 1     | 0    | 2     |
| Non-Fiction 900 (WNF900)      | 7     | 3     | 28   | 38    |
| Nonfiction Blu-Ray (WNFBR)    | 0     | 0     | 0    | 0     |
| Nonfiction DVD (WNFDVD)       | 5     | 2     | 125  | 132   |
| Nonfiction (WNFIC)            | 0     | 0     | 0    | 0     |
| Nonfiction New (WNFNEW)       | 9     | 4     | 81   | 94    |
| Nonfiction VHS (WNFVHS)       | 1     | 0     | 1    | 2     |
| Professional Coll. (WPROF)    | 0     | 0     | 0    | 0     |
| Parent Shelf Juv. Fic (WPJF)  | 0     | 0     | 0    | 0     |
| Parent Shelf Juv. NF (WPSJNF) | 0     | 0     | 0    | 0     |
| Reference (WREF)              | 0     | 0     | 0    | 0     |
| Ref. Magazine (WRMAG)         | 0     | 0     | 0    | 0     |
| Reference Software (WRSWAR)   | 0     | 0     | 0    | 0     |
| Spanish Collection (WSPA)     | 0     | 0     | 1    | 1     |
| Software (WSWAR)              | 0     | 0     | 6    | 6     |
| Vertical File (WVF)           | 0     | 0     | 1    | 1     |
| VHS (WVHS)                    | 0     | 0     | 1    | 1     |
| YA Audio book (WYAUDB)        | 0     | 0     | 1    | 1     |
| YA Biography (WYAB)           | 0     | 0     | 0    | 0     |
| YA Books on CD (WYABKCD)      | 0     | 0     | 1    | 1     |
| YA Books on Tape (WYABKT)     | 0     | 0     | 0    | 0     |
| YA Fiction (WYAF)             | 18    | 17    | 261  | 296   |
| YA Music CD (WYACD)           | 0     | 0     | 0    | 0     |
| YA Nonfiction (WYANF)         | 2     | 1     | 5    | 8     |
| YA Paperback Fic (WYAPBF)     | 0     | 0     | 0    | 0     |
| Storage (WZSTO)               | 0     | 0     | 0    | 0     |
| TOTAL                         | 11819 | 12462 | 8754 | 33035 |

**CIRCULATION BY HOLDINGS CODE**  
**June 2015**

| ITEM CODE                         | DEMOTTE | RENSSELAER | WHEATFIELD | TOTAL |
|-----------------------------------|---------|------------|------------|-------|
| Award Winner JBIO (AJBIO)         | 0       | 0          | 0          | 0     |
| Award Winner JE (AJE)             | 0       | 0          | 0          | 0     |
| Award Winner JFIC (AJFIC)         | 124     | 0          | 0          | 124   |
| Award Winner JNF (AJNF)           | 0       | 0          | 0          | 0     |
| Award Winner JPFIC (AJPF)         | 0       | 0          | 0          | 0     |
| Award Winning fiction (AWFIC)     | 0       | 0          | 0          | 0     |
| Award Winning non-fiction (AWNFI) | 0       | 0          | 0          | 0     |
| Award Winner YAFIC (AYAF)         | 0       | 0          | 0          | 0     |
| Award Winner YAPFIC (YAYPBF)      | 0       | 0          | 0          | 0     |
| Biography (BIO)                   | 21      | 33         | 23         | 77    |
| Blu-Ray (BR)                      | 198     | 313        | 173        | 684   |
| Books on CD (BKCD)                | 213     | 179        | 133        | 525   |
| Books on Tape (BKT)               | 0       | 0          | 0          | 0     |
| Compact Disc (CD)                 | 232     | 360        | 145        | 737   |
| Digital Audiobooks (DA)           | 35      | 36         | 37         | 108   |
| DVD (DVD)                         | 1677    | 3380       | 2421       | 7478  |
| Equipment (EQP)                   | 84      | 26         | 26         | 136   |
| See librarian (ERR)               | 0       | 0          | 0          | 0     |

|                                 |      |      |     |      |
|---------------------------------|------|------|-----|------|
| Express Book (EXP)              | 27   | 34   | 18  | 79   |
| Fiction (FIC)                   | 757  | 719  | 366 | 1842 |
| Fiction Fantasy (FICF)          | 23   | 4    | 7   | 34   |
| Fiction Mystery (FICM)          | 133  | 16   | 65  | 214  |
| Fiction New (FICNEW)            | 456  | 378  | 293 | 1127 |
| Fiction Science Fiction (FICSF) | 17   | 1    | 7   | 25   |
| Fiction Western (FICW)          | 3    | 0    | 6   | 9    |
| Genealogy (GENE)                | 0    | 0    | 0   | 0    |
| Genealogy Mag (GMAG)            | 0    | 0    | 0   | 0    |
| Gen. Milroy Coll (GMIL)         | 0    | 0    | 0   | 0    |
| Graphic Novels (GN)             | 270  | 250  | 69  | 589  |
| Hanging Bags (HANG)             | 57   | 5    | 13  | 75   |
| ILL (ILL)                       | 61   | 100  | 29  | 190  |
| Internet (INTR)                 | 850  | 2084 | 432 | 3366 |
| Juv. Audio book (JAUDB)         | 25   | 47   | 27  | 99   |
| Juv. Biography (JBIO)           | 100  | 32   | 26  | 158  |
| Juv. Book on CD (JBOD)          | 0    | 0    | 0   | 0    |
| Juv. Book on Tape (JBKT)        | 0    | 0    | 0   | 0    |
| Juv. Compact Disc (JCD)         | 37   | 36   | 21  | 94   |
| Juvenile Easy (JE)              | 1178 | 648  | 691 | 2517 |
| Juv. Easy Non-Fiction (JENF)    | 154  | 56   | 153 | 363  |
| Juv. Easy Reader (JER)          | 1035 | 542  | 862 | 2439 |
| Juv. Fiction (JFIC)             | 1146 | 758  | 950 | 2854 |
| Juv. Holiday (JHOL)             | 43   | 0    | 0   | 43   |
| Juv. Magazine (JMAG)            | 101  | 19   | 34  | 154  |
| Juv. Music Cassette (JMC)       | 0    | 0    | 0   | 0    |
| Juv. Nonfiction (JNF)           | 589  | 416  | 426 | 1431 |
| Juv. Nonfic Text Bk (JNFT)      | 0    | 0    | 0   | 0    |
| Juv. Paperback fic (JPBF)       | 0    | 0    | 0   | 0    |
| Juv. Professional Coll. (JPRO)  | 0    | 0    | 0   | 0    |
| Juv. Reference (JREF)           | 4    | 11   | 3   | 18   |
| Juv. Toddler (JTOD)             | 190  | 105  | 219 | 514  |
| Large Print Fiction (LPF)       | 249  | 278  | 126 | 653  |
| Large Print Nonfic (LPNF)       | 15   | 7    | 4   | 26   |
| Magazine (MAG)                  | 633  | 427  | 252 | 1312 |
| Music Cassette (MCAS)           | 0    | 0    | 0   | 0    |
| Non-Fiction 000 (NF000)         | 6    | 2    | 14  | 22   |
| Non-Fiction 100 (NF100)         | 8    | 19   | 5   | 32   |
| Non-Fiction 200 (NF200)         | 26   | 30   | 9   | 65   |
| Non-Fiction 300 (NF300)         | 55   | 78   | 18  | 151  |
| Non-Fiction 400 (NF400)         | 5    | 26   | 2   | 33   |
| Non-Fiction 500 (NF500)         | 28   | 26   | 9   | 63   |
| Non-Fiction 600 (NF600)         | 150  | 145  | 81  | 376  |
| Non-Fiction 700 (NF700)         | 28   | 65   | 17  | 110  |
| Non-Fiction 800 (NF800)         | 11   | 11   | 0   | 22   |
| Non-Fiction 900 (NF900)         | 51   | 67   | 33  | 151  |
| Non-Fiction Blu-Ray (NFBK)      | 0    | 0    | 0   | 0    |
| Non-Fiction DVD (NFDVD)         | 114  | 138  | 125 | 377  |
| Nonfiction (NFIC)               | 0    | 2    | 0   | 2    |
| Nonfiction New (NFNEW)          | 114  | 168  | 93  | 375  |
| Nonfiction VHS (NFVH)           | 1    | 0    | 1   | 2    |
| Oversize (OVER)                 | 2    | 2    | 0   | 4    |
| Professional Coll. (PROF)       | 0    | 2    | 0   | 2    |
| Parent Shelf Juv. Fic (PJF)     | 0    | 0    | 0   | 0    |
| Parent Shelf Juv. NF (PSJNF)    | 8    | 0    | 0   | 8    |



|                            |              |              |             |              |
|----------------------------|--------------|--------------|-------------|--------------|
| Reference (REF)            | 75           | 74           | 20          | 169          |
| Reference Business (REFB)  | 0            | 0            | 0           | 0            |
| Ref. Magazine (RMAG)       | 0            | 0            | 0           | 0            |
| Ready Reference (RRR)      | 0            | 0            | 0           | 0            |
| Reference Software (RSWAR) | 0            | 0            | 0           | 0            |
| Spanish Collection (SPA)   | 14           | 6            | 1           | 21           |
| Software (SWAR)            | 5            | 18           | 6           | 29           |
| Vertical File (VF)         | 0            | 1            | 5           | 6            |
| VHS                        | 8            | 0            | 1           | 9            |
| YA Audio book (YAUDB)      | 22           | 12           | 1           | 35           |
| YA Biography (YAB)         | 16           | 5            | 0           | 21           |
| YA Books on CD (YABKCD)    | 0            | 0            | 1           | 1            |
| YA Books on Tape (YABKT)   | 0            | 0            | 0           | 0            |
| YA Fiction (YAF)           | 348          | 236          | 273         | 857          |
| YA Music CD (YACD)         | 0            | 84           | 1           | 85           |
| YA Nonfiction (YANF)       | 41           | 14           | 5           | 60           |
| YA Paperback Fic (YAPBF)   | 0            | 0            | 0           | 0            |
| Storage (ZSTO)             | 21           | 4            | 0           | 25           |
|                            |              |              |             | 0            |
| Free reads                 | 511          | 356          | 142         | 1009         |
| Games/Puzzles              | 49           | 64           | 0           | 113          |
| Talking books              | 0            | 0            | 0           | 0            |
| Assignment Shelf Books     | 0            | 0            | 0           | 0            |
| <b>TOTAL</b>               | <b>12454</b> | <b>12955</b> | <b>8920</b> | <b>34329</b> |

|                                      | DeMotte      | Rensselaer   | Wheatfield   |              |
|--------------------------------------|--------------|--------------|--------------|--------------|
| <b>ADULT BOOKS</b>                   |              |              |              |              |
| Fiction                              | 2197         | 1790         | 1030         | 5017         |
| Nonfiction                           | 670          | 863          | 358          | 1891         |
| <b>CHILDREN'S BOOKS</b>              |              |              |              |              |
| Fiction                              | 3673         | 2053         | 2722         | 8448         |
| Nonfiction                           | 898          | 515          | 608          | 2021         |
| <b>YA BOOKS</b>                      |              |              |              |              |
| Fiction                              | 618          | 486          | 342          | 1446         |
| Nonfiction                           | 57           | 19           | 5            | 81           |
| Magazines, Adult                     | 633          | 427          | 252          | 1312         |
| Magazines, Children                  | 101          | 19           | 34           | 154          |
| Sound Recordings, adult              | 502          | 587          | 317          | 1406         |
| Sound Recordings, ch                 | 119          | 172          | 62           | 353          |
| Online databases                     | 0            | 0            | 0            | 0            |
| Software                             | 5            | 18           | 6            | 29           |
| Vertical file                        | 0            | 1            | 5            | 6            |
| VHS/DVD/Blu-Ray                      | 1998         | 3831         | 2721         | 8550         |
| Equipment                            | 84           | 26           | 26           | 136          |
| <b>Total</b>                         | <b>11555</b> | <b>10807</b> | <b>8488</b>  | <b>30850</b> |
| <b>A-V Circulation</b>               | <b>2624</b>  | <b>4608</b>  | <b>3106</b>  | <b>10338</b> |
| <b>A-V Circulation as % of total</b> | <b>22.7%</b> | <b>42.6%</b> | <b>36.6%</b> | <b>33.5%</b> |



| DEMOTTE COLLECTION        |              | RENSSELAER COLLECTION |              | WHEATFIELD COLLECTION |                              |
|---------------------------|--------------|-----------------------|--------------|-----------------------|------------------------------|
| Start of Month            | End of Month | Start of Month        | End of Month | Start of Month        | End of Month                 |
| Volumes                   | Volumes      | Volumes               | Volumes      | Volumes               | Volumes                      |
|                           |              |                       |              |                       |                              |
| <b>ADULT BOOKS</b>        |              |                       |              |                       |                              |
| 20,334                    | 20,472       | 14,392                | 14,487       | 15,660                | 15,755 <b>Fiction</b>        |
| 20,626                    | 20,673       | 21,176                | 20,980       | 10,111                | 10,149 <b>Nonfiction</b>     |
|                           |              |                       |              |                       |                              |
| <b>CHILDREN'S BKS</b>     |              |                       |              |                       |                              |
| 15,002                    | 15,062       | 13,526                | 13,540       | 11,764                | 11,792 <b>Fiction</b>        |
| 8,632                     | 8,669        | 6,789                 | 6,842        | 6,045                 | 6,115 <b>Nonfiction</b>      |
| <b>YA BOOKS</b>           |              |                       |              |                       |                              |
| 2,451                     | 2,459        | 3,155                 | 3,180        | 2,770                 | 2,791 <b>Fiction</b>         |
| 627                       | 607          | 765                   | 733          | 148                   | 150 <b>Nonfiction</b>        |
| <b>0 Magazines,Adult</b>  |              |                       |              |                       |                              |
| <b>0 Magazines, Child</b> |              |                       |              |                       |                              |
| 0                         | 0            | 20                    | 20           | 0                     | <b>0 Games, Toys</b>         |
| 3,614                     | 3,646        | 4,282                 | 4,305        | 4,231                 | 4,267 <b>Sound Rec/Adult</b> |
| 602                       | 601          | 616                   | 626          | 879                   | 887 <b>Sound Rec/Child</b>   |
| 18                        | 18           | 29                    | 29           | 7                     | <b>7 Online Databases</b>    |
| 211                       | 211          | 308                   | 308          | -11                   | <b>-11 Software</b>          |
| -60                       | -60          |                       |              | 4                     | <b>4 Vertical Files</b>      |
| 4,574                     | 4,393        | 8,886                 | 8,999        | 4,861                 | 4,895 <b>VHS/DVD/Blu-ray</b> |
| 118                       | 118          | 142                   | 142          | 57                    | <b>57 Equipment</b>          |
| 76,749                    | 76,869       | 74,086                | 74,191       | 56,526                | 56,858 <b>TOTAL</b>          |
|                           |              |                       |              |                       |                              |

# JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

June 2015

|                                    | DeMotte |      | Rensselaer |      | Wheatfield |      | TOTAL | HOURS SPENT |
|------------------------------------|---------|------|------------|------|------------|------|-------|-------------|
|                                    |         | Hrs. |            | Hrs. |            | Hrs. |       |             |
| INTRALIBRARY LOANS FILLED          | 152     | 33   | 219        | 47   | 261        | 57   | 632   | 137         |
| LOCAL HISTORY                      |         |      |            |      |            |      |       |             |
| In person                          | 0       | 0    | 5          | 1    | 1          | 0    | 6     | 2           |
| Letters written                    | 0       | 0    | 6          | 6    | 0          | 0    | 6     | 6           |
| IN-HOUSE USE - HARDWARE/SOFTWARE   |         |      |            |      |            |      |       |             |
| Internet use-Wired                 | 850     | 35   | 2084       | 87   | 432        | 18   | 3366  | 140         |
| Internet use-Wireless              | 2070    |      | 3150       |      | 870        |      | 6090  |             |
| Computer software used             | 118     | 10   | 182        | 15   | 66         | 6    | 366   | 31          |
| VCR Use                            | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0           |
| Microforms                         | 10      | 1    | 10         | 1    | 0          | 0    | 20    | 3           |
| CD ROM/Online databases            | 182     | 15   | 247        | 21   | 206        | 17   | 635   | 53          |
| Typewriter use                     | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0           |
| Other equipment used               | 4       | 1    | 1          | 0    | 0          | 0    | 5     | 2           |
| OTHER LIBRARY SERVICES USED        |         |      |            |      |            |      |       |             |
| One-on-One Instruction             | 2       |      | 11         |      | 2          |      | 15    |             |
| Outreach activities                | 69      | 69   | 14         | 9    | 0          | 0    | 83    | 55          |
| Notarized documents                | 21      | 5    | 2          | 1    | 3          | 1    | 26    | 7           |
| Meeting Room Use (no. of group)    | 31      | 10   | 56         | 19   | 41         | 14   | 128   | 43          |
| Study room use                     | 29      | 2    | 55         | 5    | 14         | 1    | 98    | 8           |
| Proctoring                         | 2       | 1    | 5          | 3    | 0          | 0    | 7     | 4           |
| Tax Forms distributed              | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0           |
| Pull Requests                      | 0       | 0    | 3          | 3    | 0          | 0    | 3     | 18          |
| E-books downloaded                 |         |      |            |      |            |      | 1149  |             |
| IN-HOUSE USE ITEMS                 | 90      |      | 475        |      | 160        |      | 725   |             |
| SELF-CHECKOUT USE                  | 343     |      | 421        |      | 604        |      | 1368  |             |
| INTERLIBRARY LOANS                 |         |      |            |      |            |      |       |             |
| Requests made for:                 | 59      | 15   | 90         | 23   | 23         | 6    | 172   | 43          |
| Items rec'd for:                   | 75      | 38   | 73         | 37   | 20         | 10   | 168   | 84          |
| Items requested by other libraries | 0       |      | 0          |      | 0          |      | 0     |             |
| Items supplied to other libraries  | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0           |

## REGISTRATIONS

|                             |      |      |      |       |
|-----------------------------|------|------|------|-------|
| Total Borrowers             | 8161 | 8481 | 5010 | 21652 |
| Non-resident, paying        | 1    | 0    | 0    | 1     |
| PLAC card users             | 0    | 3    | 1    | 4     |
| Reciprocal borrowers        | 330  | 523  | 134  | 987   |
| Number of New Patrons Added | 92   | 58   | 45   |       |

## PROGRAMS

| DeMotte | Rensselaer | Wheatfield | TOTAL | HOURS SPENT |
|---------|------------|------------|-------|-------------|
| Hrs.    | Hrs.       | Hrs.       |       |             |

|                                     |     |     |      |     |     |     |      |      |
|-------------------------------------|-----|-----|------|-----|-----|-----|------|------|
| Programs for all ages               | 4   | 24  | 1    | 6   | 0   | 0   | 5    | 30   |
| Children's Programs (0-13)          | 6   | 36  | 10   | 60  | 9   | 54  | 25   | 150  |
| Number attending                    | 464 |     | 558  |     | 404 |     | 1426 |      |
| YA Programs (14-17)                 | 3   | 18  | 5    | 30  | 4   | 24  | 12   | 72   |
| Number attending                    | 100 |     | 49   |     | 107 |     | 256  |      |
| Adult Programs                      | 3   | 18  | 4    | 24  | 0   | 0   | 7    | 42   |
| Number attending                    | 238 |     | 231  |     | 9   |     | 478  |      |
| Senior Citizen Programs             | 12  | 72  | 3    | 18  | 3   | 18  | 18   | 108  |
| Number attending                    | 103 |     | 24   |     | 20  |     | 147  |      |
| Total Number of Programs            | 28  | 168 | 23   | 138 | 16  | 96  | 67   | 402  |
| Total Persons Attending             | 905 |     | 862  |     | 540 |     | 2307 |      |
| Total Attending Same Month Last Yr. | 751 |     | 1176 |     | 524 |     | 2451 |      |
| Total Staff Hours Spent             |     | 404 |      | 415 |     | 225 | 1044 | 1036 |
| Total Number of In-House Program    | 23  |     | 23   |     | 16  |     | 62   |      |
| Total Attendance                    | 874 |     | 862  |     | 540 |     | 2276 |      |
| Total Number of Outreach Program    | 5   |     | 0    |     | 0   |     | 5    |      |
| Total Attendance                    | 31  |     | 0    |     | 0   |     | 31   |      |

### CIRCULATION BY PATRON CODE

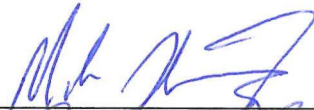
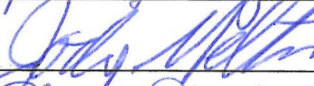
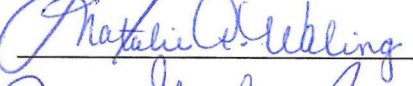
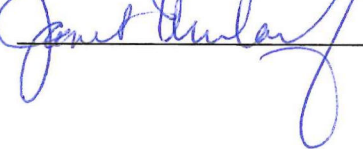
| PATRONS                            | DeMotte         |               | Rensselaer      |               | Wheatfield      |               | ALL LIBRARIES   |               |
|------------------------------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|
|                                    | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total |
| Adult                              | 7421            | 64.4%         | 7122            | 66.0%         | 5139            | 60.7%         | 19682           | 63.9%         |
| Corporate                          | 5               | 0.0%          | 49              | 0.5%          | 0               | 0.0%          | 54              | 0.2%          |
| Juvenile 0-11                      | 339             | 2.9%          | 204             | 1.9%          | 137             | 1.6%          | 680             | 2.2%          |
| Juvenile-AV                        | 2283            | 19.8%         | 1546            | 14.3%         | 2227            | 26.3%         | 6056            | 19.7%         |
| Nonresident No Fee                 | 0               | 0.0%          | 0               | 0.0%          | 3               | 0.0%          | 3               | 0.0%          |
| Nonresident Fee                    | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| PLAC (state library card)          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| Reciprocal Adult                   | 189             | 1.6%          | 361             | 3.3%          | 91              | 1.1%          | 641             | 2.1%          |
| Reciprocal Juvenile                | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| Reciprocal Juvenile AV             | 3               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 3               | 0.0%          |
| Reciprocal YA                      | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| Reciprocal YA AV                   | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| School                             | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| School AV                          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| St. Joseph College                 | 0               | 0.0%          | 98              | 0.9%          | 0               | 0.0%          | 98              | 0.3%          |
| Staff                              | 616             | 5.3%          | 667             | 6.2%          | 441             | 5.2%          | 1724            | 5.6%          |
| Walking books                      | 211             | 1.8%          | 101             | 0.9%          | 0               | 0.0%          | 312             | 1.0%          |
| YA 12-17                           | 45              | 0.4%          | 38              | 0.4%          | 9               | 0.1%          | 92              | 4.7%          |
| YA-AV                              | 417             | 3.6%          | 612             | 5.7%          | 417             | 4.9%          | 1446            | 4.7%          |
| <b>Total</b>                       | 11529           |               | 10798           |               | 8464            |               | 30791           |               |
| All items borrowed by nonresidents | 192             | 1.7%          | 459             | 4.3%          | 94              | 1.1%          | 745             | 2.4%          |

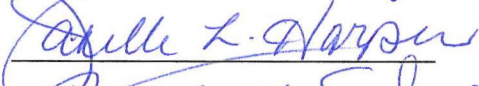
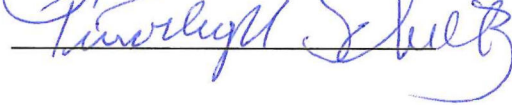
**Salary Ordinance 2015  
Updated 7/13/15**

| Name           | Classification | Hrly Wage | Start Date | Hrs Worked | Library |
|----------------|----------------|-----------|------------|------------|---------|
| Caitlyn Barnes | Page           | \$7.25    | 6/1/15     | 10         | D       |
| Diane Lyons    | Clerk          | \$9.82    | 7/13/15    | 17.5       | R       |

We have hired Caitlyn Barnes as DeMotte Page, replacing Bailey Richardson who no longer works for the library. We have hired Diane Lyons as Rensselaer Clerk, replacing Meredith Fitch who no longer works for the library.

We have examined and approved the changes to the 2015 Jasper County Public Library Salary Ordinance. Dated 7/13/15.

## PUBLIC RECORDS POLICY

Access to public records is governed by IC 5-14-3 which states that "all persons are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees."

The following public records are exempted from the disclosure requirements upon approval of this policy by the JCPL Board of Trustees as provided for in IC 5-14-3.

1. Personnel files of library employees and files of applicants for employment except for:
  - 1.1 The name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment of present or former officers or employees of the library;
  - 1.2 Information relating to the status of any formal charges against the employee;
  - 1.3 Information concerning disciplinary actions in which final action has been taken and that resulted in the employee being disciplined or discharged.

However, all personnel file information shall be made available to the affected employee or his/her representative. General personnel information on all employees or groups of employees, without individual names, may not be excepted from disclosure.

2. Administrative or technical information that would jeopardize a recordkeeping or security system.
3. Computer programs, computer codes, computer filing systems, and other software that are owned by the library or entrusted to it.
4. Records specifically prepared for discussion or developed during discussion in an executive session under IC 5-14-1.5-6.
5. The identity of a donor of a gift made to the library if the donor requires nondisclosure of his/her identity as a condition of making the gift or after the gift is made, the donor or a member of the donor's family requests nondisclosure.



6. Library records which can be used to identify any library patron. Circulation records or other records identifying the names of library users with specific materials are for the sole purposes of protecting public property and compiling statistical information. Such records shall not be used either directly or indirectly to otherwise identify the types of materials used by individual patrons.

A patron's address may be given to law enforcement officials when

- Staff have good reason to believe that a patron, who has left the library before law enforcement officials can arrive, is a serious threat to himself or others **and**
- No other way to identify the patron is available (such as auto license number or address in phone book)

Library records shall not be made available to any agency, group or individual except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory powers.

Upon receipt of such process, order, or subpoena, the Library Director will consult with legal counsel to determine if such document is in proper form and if there is a showing of good cause of its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, the Director will insist that such defects be cured.

Any costs incurred, as a result of such order, in a search through patron records, shall be borne by the agency, group or individual demanding the search.

Disclosure of library circulation records will be made in the case of parents (biological, foster, step) or legal guardians, inquiring about the materials their children aged 17 or under **have borrowed** ~~currently have on loan~~.

7. Records deposited with, or acquired by, the Library upon a condition that the records be disclosed only:
  - 7.1 To qualified researchers.
  - 7.2 After the passing of a period of years that is specified in the documents under which the deposit or acquisition is made or
  - 7.3 After the death of persons specified at the time of the acquisition or deposit.

7/94; revised 7/09; revised 7/15

### Patron Tasks and Devices Policy

Patrons are responsible for inputting their own data in all forms, applications, and documents to ensure privacy is maintained. Likewise, patrons must input any data, or follow any procedure on their own ~~handheld~~ devices. Library staff should not touch these ~~handheld~~ devices for liability purposes.

Staff can offer patrons 5 to 10 minutes of limited assistance, as staffing permits, in navigating through the following tasks:

1. Job applications
2. Unemployment applications
3. Obtaining an e-mail address
4. Adding attachments or photos to e-mails.
5. Accessing downloadable materials.
6. Using Microsoft Office programs (opening, saving, and printing documents)

Staff will point patrons toward online guides and/or library books for any other questions that may arise.

Library staff will give 5 to 10 minutes of limited assistance, as staffing permits, and as staff knowledge allows, for personal ~~laptops and handheld~~ devices when interfacing with library devices:

1. Laptops, e-readers, tablets ~~and iPads~~
2. Handheld ~~gaming~~ devices
3. Cameras
4. Flash drives, etc.
5. Mp3 players
6. Wireless devices

Staff will point patrons toward online guides and/or library books for any other questions that may arise. Please be aware that library printers may not be compatible with all devices and/or software. Technology is changing rapidly, and staff may not be knowledgeable about a specific device or program.

May 2011; revised 7/15

|                                        | 2012<br>Disbursed | 2013<br>Disbursed | 2014<br>Budget | 2014<br>Disbursed<br>full year | 2015<br>Budget | 2015<br>Disbursed<br>6/30/2015 | 2016<br>Proposed<br>Budget | % of<br>Total<br>2014<br>Budget |
|----------------------------------------|-------------------|-------------------|----------------|--------------------------------|----------------|--------------------------------|----------------------------|---------------------------------|
| <b>1 PERSONAL SERVICES</b>             |                   |                   |                |                                |                |                                |                            |                                 |
| <b>1.1 Salaries and wages</b>          |                   |                   |                |                                |                |                                |                            |                                 |
| 1.11 Salary of librarian               | \$59,919          | \$61,742          | \$63,045       | \$63,592                       | \$65,582       | \$32,711                       | \$67,558                   |                                 |
| 1.12 Salary of Assistants              | \$1,045,090       | \$1,033,577       | \$1,054,554    | \$1,040,667                    | \$1,082,897    | \$517,671                      | \$1,091,370                |                                 |
| 1.13 Wages of Janitor                  | \$51,791          | \$60,532          | \$67,178       | \$49,789                       | \$68,692       | \$31,922                       | \$88,012                   |                                 |
| <b>1.2 Employee benefits</b>           |                   |                   |                |                                |                |                                |                            |                                 |
| 1.21 Employer: FICA                    | \$87,425          | \$85,351          | \$90,635       | \$85,760                       | \$93,114       | \$43,294                       | \$95,391                   |                                 |
| 1.22 Unemployment Comp                 | \$2,503           | \$3,242           | \$3,520        | \$3,621                        | \$3,544        | \$2,194                        | \$3,517                    |                                 |
| 1.23 Employer: PERF                    | \$94,122          | \$89,259          | \$104,051      | \$101,721                      | \$108,799      | \$52,400                       | \$109,799                  |                                 |
| 1.24 Employer: Group Insur.            | \$97,359          | \$107,504         | \$179,134      | \$110,583                      | \$132,389      | \$63,207                       | \$149,936                  |                                 |
| <b>1.3 Other personal services</b>     |                   |                   |                |                                |                |                                |                            |                                 |
| 1.31 Other personal services           | \$0               | \$0               |                | \$0                            |                |                                |                            |                                 |
| <b>Total Personal Services</b>         | \$1,438,209       | \$1,441,207       | \$1,562,117    | \$1,455,732                    | \$1,555,017    | \$743,399                      | \$1,605,583                | 62.0%                           |
| <b>2 SUPPLIES</b>                      |                   |                   |                |                                |                |                                |                            |                                 |
| <b>2.1 Office supplies</b>             |                   |                   |                |                                |                |                                |                            |                                 |
| 2.11 Official records                  | \$271             | \$150             | \$600          | \$368                          | \$600          | \$366                          | \$600                      |                                 |
| 2.12 Stationery/printing               | \$216             | \$6               | \$450          | \$299                          | \$550          | \$187                          | \$500                      |                                 |
| 2.13 Other office supplies             | \$8,611           | \$5,981           | \$8,000        | \$6,736                        | \$7,500        | \$4,773                        | \$8,500                    |                                 |
| <b>2.2 Operating supplies</b>          |                   |                   |                |                                |                |                                |                            |                                 |
| 2.21 Cleaning/sanitation               | \$6,527           | \$4,853           | \$6,500        | \$6,109                        | \$6,000        | \$2,744                        | \$6,000                    |                                 |
| 2.22 Fuel/oil/lubricants               | \$0               | \$0               | \$0            | \$0                            | \$0            | \$0                            | \$0                        |                                 |
| 2.23 Other operating supplies          | \$6,254           | \$6,162           | \$8,000        | \$5,980                        | \$7,000        | \$3,881                        | \$7,000                    |                                 |
| <b>2.3 Repair/maintenance supplies</b> |                   |                   |                |                                |                |                                |                            |                                 |
| 2.31 Building materials                | \$510             | \$4               | \$1,000        | \$372                          | \$1,000        | \$78                           | \$1,000                    |                                 |
| 2.32 Painting supplies                 | \$537             | \$91              | \$200          | \$140                          | \$200          | \$126                          | \$400                      |                                 |
| 2.33 Repair parts                      | \$998             | \$1,024           | \$2,000        | \$778                          | \$2,000        | \$460                          | \$1,500                    |                                 |
| <b>2.4 Other supplies</b>              |                   |                   |                |                                |                |                                |                            |                                 |
| 2.41 Library supplies                  | \$13,124          | \$10,779          | \$14,950       | \$14,523                       | \$14,900       | \$5,616                        | \$15,350                   |                                 |
| 2.42 Marketing supplies                | \$20              | \$0               | \$50           | \$62                           | \$50           | \$36                           | \$50                       |                                 |
| <b>Total Supplies</b>                  | \$37,068          | \$29,049          | \$41,750       | \$35,368                       | \$39,800       | \$18,267                       | \$40,900                   | 2%                              |

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|                                         | 2012<br>Disbursed | 2013<br>Disbursed | 2014<br>Budget | \$2,014<br>Disbursed<br>full year | 2015<br>Budget | 2015<br>Disbursed<br>6/30/2015 | 2016<br>Proposed<br>Budget | % of<br>Total<br>2014<br>budget |
|-----------------------------------------|-------------------|-------------------|----------------|-----------------------------------|----------------|--------------------------------|----------------------------|---------------------------------|
| <b>3 OTHER SERVICES/CHARGES</b>         |                   |                   |                |                                   |                |                                |                            |                                 |
| <b>3.1 Professional services</b>        |                   |                   |                |                                   |                |                                |                            |                                 |
| 3.11 Consulting services                | \$0               | \$0               | \$0            | \$0                               | \$0            | \$0                            | \$0                        |                                 |
| 3.12 Engineer/Arch Services             | \$0               | \$0               | \$0            | \$0                               | \$0            | \$0                            | \$0                        |                                 |
| 3.13 Legal services                     | \$3,164           | \$3,881           | \$5,000        | \$4,040                           | \$5,000        | \$3,743                        | \$6,000                    |                                 |
| 3.14 Other profess. services            | \$5,324           | \$13,304          | \$5,000        | \$11,542                          | \$6,500        | \$3,572                        | \$10,000                   |                                 |
| 3.145 Databases/Licensing Serv          | \$19,584          | \$23,536          | \$21,186       | \$21,271                          | \$26,620       | \$11,218                       | \$21,552                   |                                 |
| 3.146 E-Books Services                  | \$7,000           | \$9,690           | \$12,300       | \$11,750                          | \$18,700       | \$3,000                        | \$18,500                   |                                 |
| <b>3.2 Communication/Transportation</b> |                   |                   |                |                                   |                |                                |                            |                                 |
| 3.21 Telephone                          | \$2,865           | \$2,330           | \$4,200        | \$3,016                           | \$4,200        | \$1,478                        | \$3,800                    |                                 |
| 3.22 Postage                            | \$2,719           | \$2,065           | \$3,000        | \$2,474                           | \$3,000        | \$1,846                        | \$3,000                    |                                 |
| 3.23 Traveling expenses                 | \$18,446          | \$17,579          | \$20,000       | \$16,128                          | \$20,000       | \$7,439                        | \$20,000                   |                                 |
| 3.24 Professional mtgs                  | \$8,385           | \$6,334           | \$8,000        | \$9,157                           | \$8,000        | \$1,502                        | \$10,768                   |                                 |
| 3.25 Freight/Express                    | \$1,617           | \$2,033           | \$1,800        | \$1,697                           | \$2,000        | \$857                          | \$2,000                    |                                 |
| 3.26 Network expenses                   | \$3,057           | \$6,034           | \$58,440       | \$7,171                           | \$64,860       | \$1,461                        | \$64,860                   |                                 |
| <b>3.3 Printing/Advertising</b>         |                   |                   |                |                                   |                |                                |                            |                                 |
| 3.31 Adv/Public. of notices             | \$174             | \$344             | \$800          | \$481                             | \$800          | \$239                          | \$600                      |                                 |
| 3.32 Printing (not offc. supply)        | \$0               | \$0               | \$0            | \$0                               | \$0            | \$0                            | \$0                        |                                 |
| 3.33 Marketing advertising              | \$1,373           | \$1,483           | \$1,500        | \$1,487                           | \$1,800        | \$636                          | \$1,800                    |                                 |
| <b>3.4 Insurance</b>                    |                   |                   |                |                                   |                |                                |                            |                                 |
| 3.41 Official bonds                     | \$200             | \$200             | \$250          | \$200                             | \$250          | \$200                          | \$250                      |                                 |
| 3.42 Other insurance                    | \$25,408          | \$27,259          | \$28,500       | \$28,051                          | \$29,500       | \$16,619                       | \$31,000                   |                                 |
| <b>3.5 Utility services</b>             |                   |                   |                |                                   |                |                                |                            |                                 |
| 3.51 Gas                                | \$17,197          | \$17,392          | \$30,000       | \$25,821                          | \$45,000       | \$12,544                       | \$45,000                   |                                 |
| 3.52 Electricity                        | \$81,553          | \$80,712          | \$85,000       | \$87,238                          | \$100,000      | \$40,071                       | \$100,000                  |                                 |
| 3.53 Water                              | \$1,663           | \$1,676           | \$2,000        | \$3,209                           | \$4,000        | \$1,811                        | \$4,000                    |                                 |
| 3.54 Waste disposal service             | \$5,600           | \$5,293           | \$5,700        | \$5,916                           | \$6,500        | \$3,188                        | \$6,500                    |                                 |
| <b>3.6 Repairs/maintenance</b>          |                   |                   |                |                                   |                |                                |                            |                                 |
| 3.61 Bldgs/Structures                   | \$46,221          | \$80,665          | \$58,000       | \$56,207                          | \$55,920       | \$17,316                       | \$66,922                   |                                 |
| 3.62 Equipment                          | \$263             | \$725             | \$880          | \$1,314                           | \$1,000        | \$1,110                        | \$3,000                    |                                 |
| <b>3.7 Rentals</b>                      |                   |                   |                |                                   |                |                                |                            |                                 |
| 3.71 Real estate                        | \$0               | \$0               | \$0            | \$0                               | \$0            | \$0                            | \$0                        |                                 |

|            |                                     | <b>2012<br/>Disbursed</b> | <b>2013<br/>Disbursed</b> | <b>2014<br/>Budget</b> | <b>\$2,014<br/>Disbursed<br/>full year</b> | <b>2015<br/>Budget</b> | <b>2015<br/>Disbursed<br/>6/30/2015</b> | <b>2016<br/>Proposed<br/>Budget</b> | <b>% of<br/>Total<br/>2014<br/>budget</b> |
|------------|-------------------------------------|---------------------------|---------------------------|------------------------|--------------------------------------------|------------------------|-----------------------------------------|-------------------------------------|-------------------------------------------|
| 3.72       | Equipment                           | \$580                     | \$614                     | \$650                  | \$260                                      | \$300                  | \$201                                   | \$300                               |                                           |
| 3.91       | Dues                                | \$2,444                   | \$513                     | \$2,800                | \$3,829                                    | \$1,875                | \$422                                   | \$1,900                             |                                           |
| 3.92       | Interest on loans                   | \$0                       | \$0                       | \$0                    | \$0                                        | \$0                    | \$0                                     | \$0                                 |                                           |
| 3.93       | Taxes/Assessments                   | \$0                       | \$349                     | \$350                  | \$240                                      | \$250                  | \$240                                   | \$250                               |                                           |
| 3.94       | Transfer to LIRF                    | \$70,000                  | \$35,000                  | \$100,000              | \$35,000                                   | \$100,000              | \$0                                     | \$100,000                           |                                           |
| 3.95       | Book reimbursement                  | \$686                     | \$267                     | \$500                  | \$79                                       | \$100                  | \$45                                    | \$100                               |                                           |
| 3.96       | Petty cash                          | \$0                       | \$0                       | \$120                  | \$0                                        | \$120                  | \$0                                     | \$120                               |                                           |
| 3.97       | Interview/moving expense            | \$0                       | \$0                       | \$0                    | \$0                                        | \$0                    | \$0                                     | \$0                                 |                                           |
| 3.98       | Maintenance/service contract        | \$95,983                  | \$97,970                  | \$105,348              | \$91,123                                   | \$112,057              | \$44,449                                | \$117,119                           |                                           |
|            | <b>Total Other Services/Charges</b> | <b>\$421,506</b>          | <b>\$437,247</b>          | <b>\$561,324</b>       | <b>\$428,705</b>                           | <b>\$618,352</b>       | <b>\$175,207</b>                        | <b>\$639,341</b>                    | <b>25%</b>                                |
| <b>4</b>   | <b>CAPITAL OUTLAYS</b>              |                           |                           |                        |                                            |                        |                                         |                                     |                                           |
| 4.1        | Land                                | \$0                       | \$0                       | \$0                    | \$0                                        | \$0                    | \$0                                     | \$0                                 |                                           |
| 4.2        | Buildings                           | \$0                       | \$0                       | \$0                    | \$0                                        | \$0                    | \$0                                     | \$0                                 |                                           |
| 4.3        | Improvements                        | \$0                       | \$0                       | \$0                    | \$0                                        | \$0                    | \$0                                     | \$0                                 |                                           |
| 4.4        | Furniture/equipment                 | \$32,707                  | \$43,665                  | \$39,734               | \$37,629                                   | \$51,648               | \$1,435                                 | \$50,714                            |                                           |
| <b>4.5</b> | <b>Other capital outlays</b>        |                           |                           |                        |                                            |                        |                                         |                                     |                                           |
| 4.51       | Books                               | \$137,682                 | \$139,978                 | \$150,000              | \$137,791                                  | \$160,300              | \$74,250                                | \$160,000                           |                                           |
| 4.52       | Periodicals,newspapers              | \$18,572                  | \$21,319                  | \$25,000               | \$20,380                                   | \$25,000               | \$12,661                                | \$25,000                            |                                           |
| 4.53       | Nonprint materials                  | \$50,124                  | \$51,446                  | \$56,913               | \$48,052                                   | \$58,000               | \$17,869                                | \$58,000                            |                                           |
|            | <b>Total Capital Outlays</b>        | <b>\$239,086</b>          | <b>\$256,407</b>          | <b>\$271,647</b>       | <b>\$243,853</b>                           | <b>\$294,948</b>       | <b>\$106,215</b>                        | <b>\$293,714</b>                    | <b>12%</b>                                |
|            | <b>FUND TOTAL</b>                   | <b>\$2,135,869</b>        | <b>\$2,163,910</b>        | <b>\$2,436,838</b>     | <b>\$2,163,657</b>                         | <b>\$2,508,117</b>     | <b>\$1,043,088</b>                      | <b>\$2,579,538</b>                  |                                           |

## **Operating Fund Appropriations 2016 Proposed Budget**

### **Things to remember-**

- We will not know until the end of the year how much operating balance we will actually have to begin 2016.
- Miscellaneous revenue estimates are estimates. There is no way to be certain that we will get as much as we estimate. We may get more in some areas.
- The budget we have created is based upon what we know at this time. We feel we have included all necessary expenditures we know at this time and have provided for an emergency as well.
- DLGF has announced our growth quotient for our 2016 budget - 2.600%.

### **Operating Budget-**

**For your benefit we have provided additional information about some funds to give you an idea of why we budgeted the amount that we did in a given category.**

#### **1.1 Salaries and Wages --**

- Allows for up to a 3% increase in January. The Board determines salary increase at December board meeting.
- INPRS (formerly PERF) employer contribution rate 11.2% in 2016. This percentage is dictated to us.
- Unemployment rate estimated at 0.714%. (We get firm figures close to year end.)
- Health Insurance rate increase was estimated at 15% upon the advice of our health insurance account manager. We expect to have firm figures in October or November. We budgeted for one additional employee to be on insurance as a contingency, in case someone else decides to pick up this benefit.

#### **2.11 Official Records**

Vendor checks; tax forms; receipt books; labor posters

#### **2.12 Stationary and Printing**

Envelopes/stationary; business cards; note cards

#### **2.13 Other Office Supplies - costs going up for these items**

Copy paper; printer cartridges, deposit slips

### 2.21 Cleaning and Sanitation

Paper products

### 2.23 Other Operating Supplies

Osby Chemicals; redout; fluorescent tubes; outdoor bulbs; ice melt; trash bags; batteries; etc.

### 2.31 Building Materials and Supplies

Air filters; ceiling tiles; boiler chemicals; mulch

### 2.32 Paint and Painting Supplies - more painting to do in our older buildings

For improvements to our buildings

### 2.33 Repair Parts

parts for toilet repairs, vacuum, lights

### 2.41 Library Supplies - costs going up for these items

For processing supplies, craft supplies, puppets, summer reading program materials, meeting room supplies laminate, book bags, automation materials, spine labels, book jackets, AV containers, etc. This total serves 5 departments. We do not purchase food and/or prizes from this fund.

### 2.42 Marketing Supplies

### 3.13 Legal Services - beefed this up a bit in case we need legal advice regarding new property and for parking lot lease negotiations

Attorney fees-employment law consultation, library policy guidance, contract review

### 3.14 Other Professional Services - audit costs have gone up; would like some funds for a Staff

Development Day presenter; and added a little in case we need architectural guidance on development of new property

Program Presenter fees, COBRA admin fee, water testing; architect fees

### 3.21 Telephone

### 3.22 Postage

### 3.23 Mileage

Courier mileage; staff mileage; air fare for conferences

### 3.24 Professional Meetings (outside training)— trying to be frugal but conference costs are going up Registration fees, hotel/meal expenses; our system has always been committed to continuing education for staff/Board; State Library requires a certain # of LEU hours for some library staff.



### **3.25 Freight/Express—**

Book/nonprint shipping

### **3.26 Network Expenses—**

It is expected that we will be reimbursed for a portion of these costs through federal and state funds. This has been the case for the past several years. If reimbursement disappears we are allowed to pay for these expenses from the Operating and/or Rainy Day fund. We feel we have placed a sufficient amount in operating to cover this contingency.

### **3.31 Advertising and Public Notices**

Legal ads; help wanted ads

### **3.33 Marketing/Advertising**

Publicity ads; booth rental

### **3.41 Official Bonds**

Employee bonds; notary bonds; treasurer bonds

### **3.42 Other Insurance**

Building insurance; D & O liability insurance

### **3.51 Gas**

Based on history

### **3.52 Electricity**

Based on history

### **3.53 Water**

We have seen an increase in this expense.

### **3.54 Waste Disposal Service**

Sewer + Trash:

### **3.6 Repairs/Maintenance**

**3.61 Buildings/Structures** - it takes a lot to maintain 3 buildings

|                                          | 2014     | 2015     | 2016     |
|------------------------------------------|----------|----------|----------|
| Telephone System                         | \$250    | \$250    | \$250    |
| Exterminators                            | \$1,700  | \$1,700  | \$750    |
| Boiler inspection                        | \$200    | \$200    | \$200    |
| Elevator inspection (3% inc)             | \$120    | \$120    | \$120    |
| Lawn & Tree Treatments                   | \$1,800  | \$1,800  | \$2,400  |
| Lawn/landscaping/mulch                   | \$11,000 | \$11,000 | \$10,000 |
| snow removal                             | \$6,000  | \$6,000  | \$7,500  |
| Building repairs-Precision, Ziese, etc.  | \$30,000 | \$30,000 | \$40,102 |
| Tree Trimming                            | \$1,000  | \$1,000  | \$1,000  |
| IDEM drinking water fee                  | \$0      | \$100    | \$100    |
| Parking Lot-replacement lights/stripping | \$3,500  | \$3,500  | \$4,000  |
| Locksmith                                | \$250    | \$250    | \$500    |
|                                          | \$0      | \$0      | \$0      |
| TOTAL                                    | \$55,820 | \$55,920 | \$66,922 |

**3.62 Equipment Repairs** - aging buildings equals more repairs and we try to keep things in good repair  
Copier drums; fire extinguisher inspection/replacement; phone; contingency

**3.72 Equipment Rentals**

DeMotte PO Box; safety deposit box; W water cooler

**3.91 Dues**

MCLS ; NICCL membership fee; ILF; W Chamber; D Chamber; R Rotary & Chamber

**3.93 Taxes and Assessments**

**3.94 Transfer to LIRF**

**3.95 Book Reimbursement**

**3.96 Petty Cash**

**3.98 Maintenance and service Contracts –**

Precision Costs will be slightly higher for the next 3 years due to work done that was never billed. Also TLC costs have gone up.

|                                 | 2014      | 2015      | 2016      |
|---------------------------------|-----------|-----------|-----------|
|                                 | \$0       | \$0       | \$0       |
|                                 | \$0       | \$0       | \$0       |
|                                 | \$0       | \$0       | \$0       |
| Pro Account (Flickr)            | \$25      | \$25      | \$25      |
| Precision Controls              | \$8,200   | \$8,500   | \$11,571  |
| Simplex                         | \$2,300   | \$2,300   | \$2,300   |
|                                 | \$0       | \$0       | \$0       |
| Copiers (Netwise)               | \$2,800   | \$2,800   | \$2,900   |
| Copiers (Cardinal)              | \$1,800   | \$1,800   | \$2,100   |
| Elevator                        | \$1,681   | \$1,625   | \$1,625   |
| AVC (financial acctg)           | \$1,520   | \$1,520   | \$1,621   |
| Unique Management               | \$3,000   | \$2,000   | \$1,800   |
| Domain Registration             | \$45      | \$46      | \$46      |
| Info Express                    | \$625     | \$300     | \$300     |
| TLC                             | \$38,423  | \$38,847  | \$42,798  |
|                                 | \$0       | \$0       | \$0       |
| Public WebBrowser               | \$125     | \$125     | \$125     |
| Softtrack metering software     | \$959     | \$959     | \$959     |
|                                 | \$0       | \$0       | \$0       |
|                                 | \$0       | \$0       | \$0       |
| Astaro Firewall-3 yrs coverage  | \$0       | \$6700    | \$0       |
| Roeing                          | \$34,000  | \$34,000  | \$34,000  |
| Engaged Patrons Events          | \$229     | \$229     | \$229     |
|                                 | \$0       | \$0       | \$0       |
| Hamstra (used to be Bloomfield) | \$1,208   | \$1,208   | \$1,208   |
|                                 | \$0       | \$0       | \$0       |
| Meraki                          | \$0       | \$700     | \$2,700   |
|                                 | \$0       | \$0       | \$0       |
| PC Cop Management               | \$1,240   | \$1,240   | \$1,240   |
| PrinterOn                       | \$0       | \$0       | \$1,485   |
| ESET Anti Virus                 | \$0       | \$0       | \$1,679   |
| Microfilm Maintenance           | \$1,670   | \$1,670   | \$1,670   |
| Email Archiving                 | \$1,357   | \$1,357   | \$1,357   |
| Tech Logic Self-Check           | \$1,200   | \$1,200   | \$1,200   |
| Direct Deposit                  | \$460     | \$460     | \$500     |
|                                 | \$0       | \$0       | \$0       |
| D & S Web Hosting               | \$480     | \$480     | \$480     |
| CG Smart Shield                 | \$201     | \$201     | \$201     |
| Debit/Credit Fees               | \$1,000   | \$965     | \$1,000   |
| NOD 32                          | \$0       | \$0       | \$0       |
| TOTAL                           | \$105,348 | \$112,057 | \$117,119 |

### **4.3 Improvements**

#### **4.4 Equipment** \$50,714

(A) \$8,550 (patron copier for W, desk for HR specialist, book store type signage for all 3 libraries to assist patrons locate materials more easily, and contingency funds)

(W) \$1,850 (additional shelving-AV and Teen area)

(D) \$2,500 (dry erase board, study room chairs, book carts, janitor cart, and magazine holder)

(R) \$2,725 (display for Milroy Valentine & Battle of Cedars Map, 1 security camera for children's area, café' table and chairs for teen area, brick building table for children's area, pillows and beanbag chairs for youth)

(S) \$33,839 (19 replacement pcs, e-Devices for checkout, 3 color printers for patron use, 3 credit card readers, electronic people counters for D & R, and misc. small devices, and contingency funds for things that die unexpectedly)

(T) \$500 unexpected need

JCPL Literacy Committee - \$750 (literacy related equipment/furniture)

#### **4.51 Books**

#### **4.52 Periodicals & Newspapers**

#### **4.53 Non-Print (Online Databases & System Software)**

### **Summary**

In addition to the Operating Fund, the Board must also approve budgets for BIRF (Bond & Interest Redemption Fund), and the LIRF (Library Improvement Reserve Fund).

| <b>Fund Name</b>                 | <b>Budget</b> |
|----------------------------------|---------------|
| Library Operating Fund           | \$2,579,538   |
| Library Improvement Reserve Fund | \$30,000      |
| Bond & Interest Redemption Fund  | \$325,147     |
| Capital Projects Fund            | \$0           |
| Rainy Day Fund                   | \$0           |

## Director's Report June 2015

### **Consent Agenda**

You will be approving the minutes of the June Board meeting, bills, and financial reports.

**2015 Salary Ordinance:** There are updates to the salary ordinance this month. Please see R 7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

**Policies for Review:** Three policies are up for review in July – Public Relations and Public information Policy, Public Records Policy, and Patron Tasks and Devices Policy. No revisions are recommended for the Public Relations and Public information Policy. Revisions are recommended for the Public Records Policy and Patron Tasks and Devices Policy. Please see R 10 and R 12. In the Public Records Policy we recommend changing the language to borrowed so that parents can ask about items currently out or previously out due to their financial responsibility for the items. We have also bolded the word 'and' in the section that explains when it is appropriate to share a patron address with law enforcement so that staff will consider both sentences together. In the Patron Tasks and Devices Policy we recommend removing some adjectives that describe devices because they are limiting. We think it works better to leave things more general. **If you approve the Consent Agenda you approve revising the Public Records Policy and the Patron Tasks and Devices Policy as presented.**

**DeMotte Touch of Dutch Festival:** The Festival will be held on Saturday, August 8 in DeMotte at Spencer Park. A 5 K Run begins at 8am near the library and follows the same route as usual. A parade is scheduled in the morning. Managing Librarian, Debbie, recommends being closed on Festival day due to congestion around the library and struggles of getting to the library. The Friends of the Library will hold a book sale in the library meeting room, and one staff member will remain at the library all day, even if the library is closed to the public. Janitor hours will be staggered that day to maintain restrooms that would be used by 5K runners and book sale attendees. This would be in keeping with what we have done in the past. Board approval is needed to close the DeMotte Library or modify hours on August 8. **If you approve the Consent Agenda you approve DeMotte Library being closed August 8 as presented.**

### **General Business:**

**2016 Budget:** A budget overview has been provided in your packet. Please see R 30. The Budget Committee consisting of Deana George (Chair), Janet Umlauf, and Mark Heinig met with the Director and Business Manager to review the 2016

Budget on July 9. Director and Business Manager met with our DLGF Field Rep on July 10 (this date and time are assigned to us). At our July meeting the Budget Committee will make their recommendations to the Board, and the board will need to approve to advertise the budget. The budget will also be sent to the County Council for a non-binding review as required.

Insurance, Newly Acquired Property: In June we reviewed an insurance quote for adding our newly acquired property to our insurance coverage. The board requested additional information. I will provide this so that the board can make a determination.

Digital Access Card Service: We have been working hard to flesh out this new service. I plan to bring you an outline of this new service that we recommend offering. **A board vote is required to add this new service.**

### **Director's Report:**

Summer Reading is underway at all locations. This takes a lot of staff time to pull off as they prepare for performers, prepare for volunteers, prepare for participants, set-up, tear down, get weekly prizes, empty ticket cans, purchase and prepare craft items, clean up, etc. Summer Reading is for all ages. Adults, teens, and children all find something offered just for them. It has been an exciting month!

Two CDs matured in June. This money is now earning interest in our Sweep Account; however, we do plan to reinvest in new CDs after we get through our 2016 Budget work and other pressing matters. We will be looking for better rates than our Sweep Account currently provides. Invested monies would be from our Capital Projects and Rainy Day Funds and are not monies that we anticipate needing access to within the next year.

### **System Administrator News**

Sheila attended an Automation Counterparts Meeting at Crown Point Public Library. Topics of discussion included: Disaster Recovery Plans, promoting ebooks and ezines, patron print/fax/scan devices, website hosting, Windows 10 deployment, patron security software, and staff core competencies.

Shared calendars have now been moved to our new mail server. This was the last step in the mail server migration and we are now solely working from the new mail server. Backups are now completely using the new servers. All backups are duplicated at another branch, and we no longer use tape backup.

### **Technical Services News**

Becky has been working on deletion of Holding Codes, creation of a numbering system for our Digital Access Card, and inventory of the adult non-fiction collection.

Peggy accompanied staff on an AV shopping trip.

### **DeMotte Library News**

Debbie reports many positive impacts this month, "We were very excited to get the comment "Just wanted to tell you how nice the landscaping is around the library. It is beautiful, many people have commented, so it is getting noticed. It hasn't looked that nice in years and years". A patron, who usually points out problems to us, had a change of attitude as she thanked us for the new stepping stones and told us they looked nice. "I am so excited! I can do this", overheard at our computer class this month from a college student. Four computer classes were held this month: basic computers, basic word, basic excel, basic picture saving and Facebook. These classes were taught by our volunteer Christine Duttlinger with assistance from Debbie."

She continues, "The Prairie Arts Council's 22nd Annual Art Camp presented classes here on June 15, 16, & 19. Lindsey Preston, Bonnie Zimmer, and Valarie Milholland were the teachers that lead classes in: Creative Terrariums - make a snack plate or bowl or mug - Fruity Plah-Doh - frozen art - Henna Tattoo Art - Glass Etching. The teachers said they had the best attendance for the programs at our library." Rachel adds, "I've also been working on keeping our Facebook page up-to-date and exciting, to show the public our awesome programs that are happening every single week, both adult and children! It has been my goal to give us a lot of good publicity so that our patrons can see all of the wonderful activities that are available for them, and to bring more people in to the library!"

### **Rensselaer Library News**

Children's Librarian, Janice, reports "Summer Reading has gone very smoothly so far. Our programs have been well attended and we have received positive feedback from parents and children. Our staff has been incredibly helpful with all the Summer Reading responsibilities and we would not have such a successful program without them. Our super building day was very well attended and the children loved building Gotham city from cardboard boxes. Many of the teens came in with their tie-dyed shirts on to show us how they turned out. I am looking forward to July activities and having fun at our grand finale."

We had an inordinate amount of rain in June and unfortunately we experienced wet ceiling tiles under two of our roof vents. Hamstra came out once to address this, and they have been called out a second time. We have also experienced repeated issues of vandalism and bad behavior from a handful of teens. We have spent hours filling out incident reports, watching security camera feed, and filing police reports. We have had book damages and fence damages and both



matters have been turned over to the prosecutor. Some teens have been banned from the premises and certified letters have been sent to parents. With police assistance we have been able to identify most of the youth involved.

### **Wheatfield Library News**

Evie reports, "It's been a good month! We have been giving away weekly prizes for our Adult Summer Reading Program – patrons seem really excited to win! This month's Morning Movie, McFarland USA, was a huge hit – many who came left crying...great movie! We had two staff members, Carolyn and Dorene, celebrate their 10 year anniversaries with JCPL!"

Evie continues, "SUMMER READING! Everything has been going well and patrons seem to be enjoying themselves. Books for Bucks has also had some good turnout. The participants really enjoyed the Superhero themed "Minute to Win It" games! The summer Story Time sessions filled up so quickly that Rachael added a 3<sup>rd</sup> session to accommodate everyone! Rachael also held a special Father's Day Toddler Time and Story Time. Carolyn held her last Book Discussion of the season...She'll be back to it in a couple of months."

***Please contact me if you are unable to attend the July Board meeting or if you have any questions about materials in you packet.-Patty***

JCPL FINANCIAL STATEMENT

June 30, 2015

|                                                | <u>Beginning<br/>2015<br/>Balance</u> | <u>Current<br/>Month<br/>Disbursements</u> | <u>Y-T-D<br/>Disbursements</u> | <u>Current<br/>Month<br/>Receipts</u> | <u>Y-T-D<br/>Receipts</u> | <u>Ending<br/>Balance</u> |
|------------------------------------------------|---------------------------------------|--------------------------------------------|--------------------------------|---------------------------------------|---------------------------|---------------------------|
| <b>Operating Fund</b>                          | \$623,237.03                          | <b>\$181,405.76</b>                        | \$1,043,396.31                 | <b>\$310,376.45</b>                   | \$1,185,419.53            | <b>\$765,260.25</b>       |
| <b>Public Library Access Card Fund</b>         | \$50.00                               | <b>\$0.00</b>                              | \$50.00                        | <b>\$0.00</b>                         | \$0.00                    | <b>\$0.00</b>             |
| <b>Gift Fund</b>                               | \$9,969.20                            | \$3,656.14                                 | \$7,068.12                     | \$253.23                              | \$8,811.57                | <b>\$11,712.65</b>        |
| DeMotte                                        | \$2,381.86                            | <b>\$1,299.71</b>                          | \$2,363.50                     | <b>\$153.23</b>                       | \$3,482.36                | <b>\$3,500.72</b>         |
| Rensselaer                                     | \$5,613.14                            | <b>\$1,805.55</b>                          | \$2,987.59                     | <b>\$0.00</b>                         | \$2,876.45                | <b>\$5,502.00</b>         |
| Wheatfield                                     | \$1,974.20                            | <b>\$550.88</b>                            | \$1,717.03                     | <b>\$100.00</b>                       | \$2,452.76                | <b>\$2,709.93</b>         |
| <b>Library Improvement Reserve Fund</b>        | \$199,707.47                          | <b>\$0.00</b>                              | \$10,000.00                    | <b>\$16.64</b>                        | \$97.74                   | <b>\$189,805.21</b>       |
| <b>Bond &amp; Interest Redemption Fund</b>     | \$175,352.75                          | <b>\$164,901.25</b>                        | \$327,007.50                   | <b>\$53,728.76</b>                    | \$172,702.65              | <b>\$21,047.90</b>        |
| <br><b>Rainy Day Fund</b>                      | <br>\$308,914.76                      | <br><b>\$0.00</b>                          | <br>\$0.00                     | <br><b>\$0.00</b>                     | <br>\$0.00                | <br><b>\$308,914.76</b>   |
| Includes Investments of: <b>\$275,000.00</b>   |                                       |                                            |                                |                                       |                           |                           |
| <b>State Technology Fund Grant Fund</b>        | \$0.00                                | <b>\$1,621.50</b>                          | \$7,556.45                     | <b>\$0.00</b>                         | \$9,733.00                | <b>\$2,176.55</b>         |
| <b>Capital Projects Fund</b>                   | \$1,269,492.71                        | <b>\$0.00</b>                              | \$0.00                         | <b>\$3.90</b>                         | \$22.07                   | <b>\$1,269,514.78</b>     |
| Includes Investments of: <b>\$1,225,000.00</b> |                                       |                                            |                                |                                       |                           |                           |
| <b>Host/Hospitality Fund</b>                   | \$0.00                                | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$0.00</b>             |
| <b>Levy Excess Fund</b>                        | \$8,497.60                            | <b>\$0.00</b>                              | \$8,399.00                     | <b>\$0.00</b>                         | \$0.00                    | <b>\$98.60</b>            |
| <b>Sales Tax</b>                               | \$127.05                              | <b>\$0.00</b>                              | \$128.00                       | <b>\$14.59</b>                        | \$97.55                   | <b>\$96.60</b>            |
| <b>Construction Fund</b>                       | \$0.00                                | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$0.00</b>             |
| <b>Petty Cash Funds</b>                        | \$120.00                              | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$120.00</b>           |
| <b>Cash Change Fund</b>                        | \$150.00                              | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$150.00</b>           |
| <b>Insurance Refund Fund</b>                   | \$0.00                                | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$0.00</b>             |
| <b>Insurance Settlement Fund</b>               | \$12,301.81                           | <b>\$0.00</b>                              | \$5,180.83                     | <b>\$0.00</b>                         | \$7,465.94                | <b>\$14,586.92</b>        |
| <b>Payroll Withholding Accts.</b>              |                                       |                                            |                                |                                       |                           |                           |
| FIT Tax Collected                              | \$0.00                                | <b>\$7,731.82</b>                          | \$45,712.82                    | <b>\$7,731.82</b>                     | \$45,712.82               | <b>\$0.00</b>             |
| FICA Tax Collected                             | \$0.00                                | <b>\$7,349.88</b>                          | \$43,294.08                    | <b>\$7,349.88</b>                     | \$43,294.08               | <b>\$0.00</b>             |
| State Tax Collected                            | \$3,176.93                            | <b>\$3,534.40</b>                          | \$20,004.52                    | <b>\$3,505.44</b>                     | \$20,332.98               | <b>\$3,505.39</b>         |
| County Tax Collected                           | \$2,485.61                            | <b>\$2,757.93</b>                          | \$15,802.20                    | <b>\$2,730.56</b>                     | \$16,047.20               | <b>\$2,730.61</b>         |
| Deferred Comp.                                 | \$0.00                                | <b>\$2,010.00</b>                          | \$11,580.00                    | <b>\$2,010.00</b>                     | \$11,580.00               | <b>\$0.00</b>             |
| #125 Pre-tax Plan                              | \$5.76                                | <b>\$3,162.25</b>                          | \$18,100.08                    | <b>\$3,162.30</b>                     | \$18,095.85               | <b>\$1.53</b>             |
| Employee Life Insur.                           | \$0.72                                | <b>\$217.20</b>                            | \$1,314.24                     | <b>\$217.92</b>                       | \$1,313.52                | <b>\$0.00</b>             |
| Employee INPRS                                 | \$0.00                                | <b>\$2,932.43</b>                          | \$17,566.59                    | <b>\$2,975.71</b>                     | \$17,523.32               | <b>(\$43.27)</b>          |
| Garnishments                                   | \$0.00                                | <b>\$0.00</b>                              | \$108.00                       | <b>\$0.00</b>                         | \$108.00                  | <b>\$0.00</b>             |
| Credit Union                                   | \$0.00                                | <b>\$0.00</b>                              | \$43.28                        | <b>\$0.00</b>                         | \$43.28                   | <b>\$0.00</b>             |
| EIC                                            | \$0.00                                | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$0.00</b>             |
| <b>TOTAL ALL FUNDS.....</b>                    | <b>\$2,613,589.40</b>                 | <b>\$381,280.56</b>                        | <b>\$1,582,312.02</b>          | <b>\$394,077.20</b>                   | <b>\$1,558,401.10</b>     | <b>\$2,589,678.48</b>     |

***Bank Balances***  
***Jasper County Public Library***  
***Report as of: 6/30/15***

| <b><i>Bank</i></b>              |                                        |                              |
|---------------------------------|----------------------------------------|------------------------------|
| 1                               | Alliance Bank                          | \$1,062,719.75               |
| 2                               | Demotte State Bank                     | \$14,806.14                  |
| 4                               | PNC Bank                               | \$11,882.59                  |
| 5                               | Cash On Hand                           | \$270.00                     |
| 9                               | Fifth Third Bank CD#002-<br>0668762355 | \$275,000.00                 |
| 10                              | Fifth Third Bank CD#002-<br>0668762363 | \$725,000.00                 |
| 6                               | Fifth Third Bank CD#002-<br>0668786509 | \$500,000.00                 |
| <b><i>Total all banks =</i></b> |                                        | <b><i>\$2,589,678.48</i></b> |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

**OPEN INVESTMENTS:**

| <u>Renewal Date</u> | <u>CD #</u>    | <u>Issued By</u> | <u>Terms</u> | <u>Principal</u> | <u>%-Interest</u> | <u>Account</u> | <u>Purchase Date</u> | <u>Interest Earned</u> | <u>Comments</u> |
|---------------------|----------------|------------------|--------------|------------------|-------------------|----------------|----------------------|------------------------|-----------------|
| 8/18/15             | 002-0668786509 | Fifth Third Bank | 12 mon       | \$ 500,000.00    | 0.750%            | CPF            | 8/18/14              |                        |                 |

**CLOSED INVESTMENTS:**

|         |                |                  |        |               |        |           |         |            |  |
|---------|----------------|------------------|--------|---------------|--------|-----------|---------|------------|--|
| 6/24/15 | 002-0668762355 | Fifth Third Bank | 12 mon | \$ 275,000.00 | 0.750% | Rainy Day | 6/24/14 | \$2,098.45 |  |
| 6/24/15 | 002-0668762363 | Fifth Third Bank | 12 mon | \$ 725,000.00 | 0.750% | CPF       | 6/24/14 | \$5,532.27 |  |

TOTAL INTEREST EARNED:

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\$7,630.72

# Appropriation Report for 100 OPERATING FUND

## Jasper County Public Library

Report Date: From 6/1/15 To 6/30/15

| Account # Description               | Annual Appropriation | Change to Appropriation | Current Appropriation | Disbursements This Month | Disbursements YTD | Balance      | Percent |
|-------------------------------------|----------------------|-------------------------|-----------------------|--------------------------|-------------------|--------------|---------|
| <i>1. Personal Services</i>         |                      |                         |                       |                          |                   |              |         |
| 1.11 SALARY OF LIBRARIAN            | \$65,582.00          | \$0.00                  | \$65,582.00           | \$5,465.20               | \$32,711.47       | \$32,870.53  | 49.9    |
| 1.12 SALARY OF ASSISTANTS           | \$1,082,897.00       | \$0.00                  | \$1,082,897.00        | \$86,663.32              | \$517,670.64      | \$565,226.36 | 47.8    |
| 1.13 WAGES OF JANITORS              | \$68,692.00          | \$0.00                  | \$68,692.00           | \$6,821.18               | \$31,922.47       | \$36,769.53  | 46.5    |
| 1.21 EMPLOYER'S SHARE-FICA          | \$93,114.00          | \$0.00                  | \$93,114.00           | \$7,349.90               | \$43,294.00       | \$49,820.00  | 46.5    |
| 1.22 UNEMPLOYMENT COMPENSATION      | \$3,544.00           | \$0.00                  | \$3,544.00            | \$0.00                   | \$2,193.86        | \$1,350.14   | 61.9    |
| 1.23 EMPLOYER'S CONTRIB.- PERF      | \$108,799.00         | \$0.00                  | \$108,799.00          | \$8,771.08               | \$52,399.81       | \$56,399.19  | 48.2    |
| 1.24 EMPLOYER'S CONTRIB.- INS.      | \$132,389.00         | \$0.00                  | \$132,389.00          | \$10,963.59              | \$63,206.90       | \$69,182.10  | 47.7    |
| Subtotal                            | \$1,555,017.00       |                         | \$1,555,017.00        | \$126,034.27             | \$743,399.15      | \$811,617.85 | 47.8    |
| <i>2. Supplies</i>                  |                      |                         |                       |                          |                   |              |         |
| 2.11 OFFICIAL RECORDS               | \$600.00             | \$0.00                  | \$600.00              | \$0.00                   | \$365.54          | \$234.46     | 60.9    |
| 2.12 STATIONERY AND PRINTING        | \$550.00             | \$0.00                  | \$550.00              | \$0.00                   | \$187.17          | \$362.83     | 34.0    |
| 2.13 OTHER OFFICE SUPPLIES          | \$7,500.00           | \$0.00                  | \$7,500.00            | \$230.93                 | \$4,773.06        | \$2,726.94   | 63.6    |
| 2.21 CLEANING & SANITATION SUPPLIES | \$6,000.00           | \$0.00                  | \$6,000.00            | \$527.93                 | \$2,744.08        | \$3,255.92   | 45.7    |
| 2.23 OTHER OPERATING SUPPLIES       | \$7,000.00           | \$0.00                  | \$7,000.00            | \$1,886.60               | \$3,880.91        | \$3,119.09   | 55.4    |
| 2.31 BUILDING MATERIALS & SUPPLIES  | \$1,000.00           | \$0.00                  | \$1,000.00            | \$65.57                  | \$78.25           | \$921.75     | 7.8     |
| 2.32 PAINT AND PAINTING SUPPLIES    | \$200.00             | \$0.00                  | \$200.00              | \$33.98                  | \$125.79          | \$74.21      | 62.9    |
| 2.33 REPAIR PARTS                   | \$2,000.00           | \$0.00                  | \$2,000.00            | \$0.00                   | \$460.10          | \$1,539.90   | 23.0    |
| 2.41 LIBRARY SUPPLIES               | \$14,900.00          | \$0.00                  | \$14,900.00           | \$1,052.30               | \$5,615.95        | \$9,284.05   | 37.7    |

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| <i>Account # Description</i>         | <i>Annual<br/>Appropriation</i> | <i>Change to<br/>Appropriation</i> | <i>Current<br/>Appropriation</i> | <i>Disbursements<br/>This Month</i> | <i>Disbursements<br/>YTD</i> | <i>Balance</i>     | <i>Percent</i> |
|--------------------------------------|---------------------------------|------------------------------------|----------------------------------|-------------------------------------|------------------------------|--------------------|----------------|
| 2.42 MARKETING SUPPLIES              | \$50.00                         | \$0.00                             | \$50.00                          | \$36.46                             | \$36.46                      | \$13.54            | 72.9           |
| <b>Subtotal</b>                      | <b>\$39,800.00</b>              |                                    | <b>\$39,800.00</b>               | <b>\$3,833.77</b>                   | <b>\$18,267.31</b>           | <b>\$21,532.69</b> | <b>45.9</b>    |
| <i>3. Other Services and Charges</i> |                                 |                                    |                                  |                                     |                              |                    |                |
| 3.13 LEGAL SERVICES                  | \$5,000.00                      | \$0.00                             | \$5,000.00                       | \$855.00                            | \$3,743.50                   | \$1,256.50         | 74.9           |
| 3.14 OTHER PROFESSIONAL SERVICES     | \$6,500.00                      | \$0.00                             | \$6,500.00                       | \$1,777.99                          | \$3,571.91                   | \$2,928.09         | 55.0           |
| 3.145 DATABASES & LICENSING SERVICES | \$26,620.00                     | \$0.00                             | \$26,620.00                      | \$6,971.25                          | \$11,217.50                  | \$15,402.50        | 42.1           |
| 3.146 E-BOOKS SERVICES               | \$18,700.00                     | \$0.00                             | \$18,700.00                      | \$0.00                              | \$3,000.00                   | \$15,700.00        | 16.0           |
| 3.21 TELEPHONE                       | \$4,200.00                      | \$0.00                             | \$4,200.00                       | \$323.51                            | \$1,478.12                   | \$2,721.88         | 35.2           |
| 3.22 POSTAGE                         | \$3,000.00                      | \$0.00                             | \$3,000.00                       | \$1,254.40                          | \$1,846.35                   | \$1,153.65         | 61.5           |
| 3.23 MILEAGE                         | \$20,000.00                     | \$0.00                             | \$20,000.00                      | \$1,531.24                          | \$7,438.62                   | \$12,561.38        | 37.2           |
| 3.24 PROFESSIONAL MEETINGS           | \$8,000.00                      | \$0.00                             | \$8,000.00                       | \$126.96                            | \$1,502.20                   | \$6,497.80         | 18.8           |
| 3.25 FREIGHT                         | \$2,000.00                      | \$0.00                             | \$2,000.00                       | \$93.03                             | \$856.81                     | \$1,143.19         | 42.8           |
| 3.26 NETWORKING                      | \$64,860.00                     | \$0.00                             | \$64,860.00                      | \$0.00                              | \$1,461.00                   | \$63,399.00        | 2.3            |
| 3.31 ADVERTISING & PUBLIC NOTICES    | \$800.00                        | \$0.00                             | \$800.00                         | \$0.00                              | \$238.61                     | \$561.39           | 29.8           |
| 3.33 MARKETING ADVERTISING           | \$1,800.00                      | \$0.00                             | \$1,800.00                       | \$0.00                              | \$636.30                     | \$1,163.70         | 35.4           |
| 3.41 OFFICIAL BONDS                  | \$250.00                        | \$0.00                             | \$250.00                         | \$0.00                              | \$200.00                     | \$50.00            | 80.0           |
| 3.42 OTHER INSURANCE                 | \$29,500.00                     | \$0.00                             | \$29,500.00                      | \$0.00                              | \$16,618.90                  | \$12,881.10        | 56.3           |
| 3.51 GAS                             | \$45,000.00                     | \$0.00                             | \$45,000.00                      | \$1,072.10                          | \$12,544.00                  | \$32,456.00        | 27.9           |
| 3.52 ELECTRICITY                     | \$100,000.00                    | \$0.00                             | \$100,000.00                     | \$8,004.36                          | \$40,071.17                  | \$59,928.83        | 40.1           |
| 3.53 WATER                           | \$4,000.00                      | \$0.00                             | \$4,000.00                       | \$304.82                            | \$1,811.00                   | \$2,189.00         | 45.3           |
| 3.54 WASTE DISPOSAL SERVICES         | \$6,500.00                      | \$0.00                             | \$6,500.00                       | \$527.79                            | \$3,187.86                   | \$3,312.14         | 49.0           |
| 3.61 BUILDING & STRUCTURES           | \$55,920.00                     | \$0.00                             | \$55,920.00                      | \$3,630.65                          | \$17,315.71                  | \$38,604.29        | 31.0           |
| 3.62 EQUIPMENT REPAIRS               | \$1,000.00                      | \$0.00                             | \$1,000.00                       | \$0.00                              | \$1,110.00                   | (\$110.00)         | 111.0          |
| 3.72 EQUIPMENT RENTALS               | \$300.00                        | \$0.00                             | \$300.00                         | \$9.95                              | \$200.70                     | \$99.30            | 66.9           |
| 3.91 DUES                            | \$1,875.00                      | \$0.00                             | \$1,875.00                       | \$0.00                              | \$422.00                     | \$1,453.00         | 22.5           |

| <i>Account # Description</i>          | <i>Annual<br/>Appropriation</i> | <i>Change to<br/>Appropriation</i> | <i>Current<br/>Appropriation</i> | <i>Disbursements<br/>This Month</i> | <i>Disbursements<br/>YTD</i> | <i>Balance</i>        | <i>Percent</i> |
|---------------------------------------|---------------------------------|------------------------------------|----------------------------------|-------------------------------------|------------------------------|-----------------------|----------------|
| 3.93 TAXES & ASSESSMENTS              | \$250.00                        | \$0.00                             | \$250.00                         | \$0.00                              | \$240.00                     | \$10.00               | 96.0           |
| 3.94 TRANSFER TO LIRF                 | \$100,000.00                    | \$0.00                             | \$100,000.00                     | \$0.00                              | \$0.00                       | \$100,000.00          | 0.0            |
| 3.95 BOOK REIMBURSEMENT               | \$100.00                        | \$45.11                            | \$145.11                         | \$0.00                              | \$45.11                      | \$100.00              | 31.1           |
| 3.96 PETTY CASH                       | \$120.00                        | \$0.00                             | \$120.00                         | \$0.00                              | \$0.00                       | \$120.00              | 0.0            |
| 3.98 MAINTENANCE/SERVICE<br>CONTRACTS | \$112,057.00                    | \$0.00                             | \$112,057.00                     | \$10,470.18                         | \$44,449.30                  | \$67,607.70           | 39.7           |
| <b>Subtotal</b>                       | <b>\$618,352.00</b>             | <b>\$45.11</b>                     | <b>\$618,397.11</b>              | <b>\$36,953.23</b>                  | <b>\$175,206.67</b>          | <b>\$443,190.44</b>   | <b>28.3</b>    |
| <i>4. Capital Outlays</i>             |                                 |                                    |                                  |                                     |                              |                       |                |
| 4.4 FURNITURE & EQUIPMENT             | \$51,648.00                     | \$0.00                             | \$51,648.00                      | \$49.98                             | \$1,434.68                   | \$50,213.32           | 2.8            |
| 4.51 BOOKS                            | \$160,300.00                    | \$0.00                             | \$160,300.00                     | \$7,169.93                          | \$74,250.23                  | \$86,049.77           | 46.3           |
| 4.52 PERIODICALS &<br>NEWSPAPERS      | \$25,000.00                     | \$0.00                             | \$25,000.00                      | \$5,573.11                          | \$12,660.96                  | \$12,339.04           | 50.6           |
| 4.53 NONPRINTED MATERIALS             | \$58,000.00                     | \$0.00                             | \$58,000.00                      | \$1,791.47                          | \$17,869.14                  | \$40,130.86           | 30.8           |
| <b>Subtotal</b>                       | <b>\$294,948.00</b>             |                                    | <b>\$294,948.00</b>              | <b>\$14,584.49</b>                  | <b>\$106,215.01</b>          | <b>\$188,732.99</b>   | <b>36.0</b>    |
| <b>Grand Total</b>                    | <b>\$2,508,117.00</b>           | <b>\$45.11</b>                     | <b>\$2,508,162.11</b>            | <b>\$181,405.76</b>                 | <b>\$1,043,088.14</b>        | <b>\$1,465,073.97</b> | <b>41.6</b>    |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.



F3d

# Appropriation Report for 120.03 RENS/DEM & WHTFLD BIRF

## Jasper County Public Library

Report Date: From 6/1/15 To 6/30/15

| Account # Description                | Annual Appropriation | Change to Appropriation | Current Appropriation | Disbursements This Month | Disbursements YTD   | Balance       | Percent      |
|--------------------------------------|----------------------|-------------------------|-----------------------|--------------------------|---------------------|---------------|--------------|
| <i>3. Other Services and Charges</i> |                      |                         |                       |                          |                     |               |              |
| 3.14 OTHER PROFESSIONAL SERVICES     | \$630.00             | \$0.00                  | \$630.00              | \$630.00                 | \$630.00            | \$0.00        | 100.0        |
| 3.81 PAYMENT OF BONDS                | \$285,000.00         | \$0.00                  | \$285,000.00          | \$145,000.00             | \$285,000.00        | \$0.00        | 100.0        |
| 3.82 INTEREST-BONDS                  | \$41,378.00          | \$0.00                  | \$41,378.00           | \$19,271.25              | \$41,377.50         | \$0.50        | 100.0        |
| <b>Subtotal</b>                      | <b>\$327,008.00</b>  |                         | <b>\$327,008.00</b>   | <b>\$164,901.25</b>      | <b>\$327,007.50</b> | <b>\$0.50</b> | <b>100.0</b> |
| <b>Grand Total</b>                   | <b>\$327,008.00</b>  | <b>\$0.00</b>           | <b>\$327,008.00</b>   | <b>\$164,901.25</b>      | <b>\$327,007.50</b> | <b>\$0.50</b> | <b>100.0</b> |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

# **Appropriation Report for 155 STATE TECHN.FUND GRANT**

## **Jasper County Public Library**

**Report Date: From 6/1/15 To 6/30/15**

| <b>Account # Description</b>         | <b>Annual<br/>Appropriation</b> | <b>Change to<br/>Appropriation</b> | <b>Current<br/>Appropriation</b> | <b>Disbursements<br/>This Month</b> | <b>Disbursements<br/>YTD</b> | <b>Balance</b>      | <b>Percent</b> |
|--------------------------------------|---------------------------------|------------------------------------|----------------------------------|-------------------------------------|------------------------------|---------------------|----------------|
| <b>3. Other Services and Charges</b> |                                 |                                    |                                  |                                     |                              |                     |                |
| 3.26 NETWORKING                      | \$0.00                          | \$0.00                             | \$0.00                           | \$1,621.50                          | \$7,556.45                   | (\$7,556.45)        | 0.0            |
| <b>Subtotal</b>                      | <b>\$0.00</b>                   |                                    | <b>\$0.00</b>                    | <b>\$1,621.50</b>                   | <b>\$7,556.45</b>            | <b>(\$7,556.45)</b> | <b>0.0</b>     |
| <b>Grand Total</b>                   | <b>\$0.00</b>                   | <b>\$0.00</b>                      | <b>\$0.00</b>                    | <b>\$1,621.50</b>                   | <b>\$7,556.45</b>            | <b>(\$7,556.45)</b> | <b>0.0</b>     |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

**Voucher List**  
**Jasper County Public Library**

**Report Date: From 6/1/15 To 6/30/15**

| <b>Warrant<br/>Number</b> | <b>Claim<br/>Number</b> | <b>Name of Claimant</b>   | <b>Date</b> | <b>Explanation</b>                                                                                                                                     | <b>Total</b> |
|---------------------------|-------------------------|---------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 33917                     | 433                     | AARON'S LAWN CARE         | 6/8/15      | Mowing & edging                                                                                                                                        | \$1,003.00   |
| 33918                     | 434                     | ACE HARDWARE              | 6/8/15      | Paint, flag pole materials, screws                                                                                                                     | \$103.11     |
| 33919                     | 435                     | ANTHEM BLUE CROSS BLUE    | 6/8/15      | Health Insurance premiums- June 2015                                                                                                                   | \$12,280.32  |
| 33920                     | 436                     | ANTHEM BLUE CROSS BLUE    | 6/8/15      | June Cobra premiums for B. Thompson                                                                                                                    | \$682.24     |
| 33921                     | 437                     | ANTHEM LIFE               | 6/8/15      | Life Insurance premiums- June 2015                                                                                                                     | \$97.02      |
| 33922                     | 438                     | AUTOMATIC DOOR SERVICE    | 6/8/15      | DeM: Index arm and adjust operating speed and time delay for the exterior door of main entrance                                                        | \$255.00     |
| 33923                     | 439                     | BAKER & TAYLOR            | 6/8/15      | Books, Continuations, AV, Auto. Yours                                                                                                                  | \$6,871.49   |
| 33924                     | 440                     | BAKER & TAYLOR ENTERTAIN  | 6/8/15      | DVDs                                                                                                                                                   | \$42.92      |
| 33925                     | 441                     | BANK OF NEW YORK MELLON   | 6/8/15      | Administrative Fee for 2004 Bond- July 1, 2014- June 30, 2015                                                                                          | \$787.50     |
| 33926                     | 442                     | BANK OF NEW YORK MELLON   | 6/8/15      | 2004 Bond Payment TAS/IMMS# 310888, Loan Acct# JASLIBGOB04                                                                                             | \$164,271.25 |
| 33927                     | 443                     | BEN POSTMA                | 6/8/15      | Paint roller                                                                                                                                           | \$4.99       |
| 33928                     | 444                     | BLUETARP FINANCIAL, INC   | 6/8/15      | Drywall materials                                                                                                                                      | \$38.03      |
| 33929                     | 445                     | CAROLYNN DeVRIES          | 6/8/15      | Mileage 5/7/15: Summer Reading Shopping                                                                                                                | \$40.25      |
| 33930                     | 446                     | CHRISTOPHER KLOCEK        | 6/8/15      | Summer Reading Presenter                                                                                                                               | \$825.00     |
| 33931                     | 447                     | DEBORAH KRISTOFF          | 6/8/15      | Summer Reading supplies                                                                                                                                | \$80.98      |
| 33932                     | 448                     | DELTA DENTAL              | 6/8/15      | Dental Insurance premiums- June 2015                                                                                                                   | \$522.18     |
| 33933                     | 449                     | DEMCO                     | 6/8/15      | Fastape, CD/DVD sleeves, CD buffing pads, polyfit, reading level labels, subject classification labels                                                 | \$578.72     |
| 33934                     | 450                     | ENA SERVICES LLC          | 6/8/15      | Internet service fo May 2015                                                                                                                           | \$1,621.50   |
| 33935                     | 451                     | FASE-KALUF TV & APPLIANCE | 6/8/15      | Cordless phone battery                                                                                                                                 | \$21.99      |
| 33936                     | 452                     | FLEX-PAC INC              | 6/8/15      | M-folds, toilet paper                                                                                                                                  | \$152.01     |
| 33937                     | 453                     | GALE/CENGAGE LEARNING     | 6/8/15      | Legal Forms & Opposing Viewpoints database subscriptions 5/27/15-5/26/16; book                                                                         | \$3,988.84   |
| 33938                     | 454                     | INDIANA WILD              | 6/8/15      | Summer Reading Presenter                                                                                                                               | \$565.00     |
| 33939                     | 455                     | INFOGROUP                 | 6/8/15      | Continuations                                                                                                                                          | \$620.00     |
| 33940                     | 456                     | JANWAY COMPANY USA, INC.  | 6/8/15      | Summer Reading supplies                                                                                                                                | \$39.70      |
| 33941                     | 457                     | LAKESHORE LEARNING MATE   | 6/8/15      | Literacy games                                                                                                                                         | \$84.97      |
| 33942                     | 458                     | LINDA POORTENGA           | 6/8/15      | Mileage 5/13-5/15/15: Chamber Meeting, Management Meeting, B2B Meeting                                                                                 | \$77.63      |
| 33943                     | 459                     | MAGAZINE SUBSCRIPTION SE  | 6/8/15      | Annual September - December Magazine Subscription Renewals                                                                                             | \$5,313.11   |
| 33944                     | 460                     | NANCY PHILLIPS            | 6/8/15      | Summer Reading prizes                                                                                                                                  | \$72.71      |
| 33945                     | 461                     | OFFICE DEPOT              | 6/8/15      | CD/DVD file folders, construction paper, contact paper, kleenex, labels, notebook filler paper, permanent markers, rubber bands, deskpads, glue sticks | \$227.31     |
| 33946                     | 462                     | PATTY STRINGFELLOW        | 6/8/15      | DLGF Gateway Training expenses; Mileage 5/8-5/27/15: NWI Directors Meeting, Privacy in Library Services Conference                                     | \$152.67     |
| 33947                     | 463                     | POSTMASTER                | 6/8/15      | Postage                                                                                                                                                | \$1,254.40   |
| 33948                     | 464                     | PRECISION CONTROL SYSTE   | 6/8/15      | Quarterly Invoice for Routine Maintenance @ Rens & DeM(Contract Jan.1 thru Dec. 31, 2015                                                               | \$2,099.00   |
| 33949                     | 465                     | QUALITY LOGO PRODUCTS, I  | 6/8/15      | Summer Reading water bottles                                                                                                                           | \$1,169.16   |
| 33950                     | 466                     | RACHAEL CAVINDER          | 6/8/15      | Mileage 4/9-5/20/15: Meeting with Ollis Book sales rep, Preschool visits, Management meetings, Scholastic Warehouse sale                               | \$111.55     |
| 33951                     | 467                     | RACHEL KUHN               | 6/8/15      | Mileage 5/8/15: ILL Resource Sharing Conference                                                                                                        | \$116.15     |
| 33952                     | 468                     | RACHEL WILKINSON          | 6/8/15      | Summer Reading supplies                                                                                                                                | \$51.93      |
| 33953                     | 469                     | REPUBLIC SERVICES #715    | 6/8/15      | Wh: Trash Service- June 2015                                                                                                                           | \$64.95      |
| 33954                     | 470                     | ROEING CORPORATION        | 6/8/15      | Sophos Security/Firewall subscription                                                                                                                  | \$6,345.00   |

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| <i>Warrant<br/>Number</i> | <i>Claim<br/>Number</i> | <i>Name of Claimant</i>   | <i>Date</i> | <i>Explanation</i>                                                                                                                                                                                                                                                                                                                              | <i>Total</i> |
|---------------------------|-------------------------|---------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 33955                     | 471                     | Rory McMahan              | 6/8/15      | Summer Reading Presenter                                                                                                                                                                                                                                                                                                                        | \$900.00     |
| 33956                     | 472                     | S & S WORLDWIDE, INC      | 6/8/15      | Spectrum Dice                                                                                                                                                                                                                                                                                                                                   | \$43.94      |
| 33957                     | 473                     | SHANNON ANDERSON          | 6/8/15      | Author Presentation                                                                                                                                                                                                                                                                                                                             | \$200.00     |
| 33958                     | 474                     | SVT, LLC                  | 6/8/15      | Chat N Chew Program supplies                                                                                                                                                                                                                                                                                                                    | \$25.47      |
| 33959                     | 475                     | TEI LANDMARK AUDIO        | 6/8/15      | DeM: Playaway Lease 2/1/15-1/30/16                                                                                                                                                                                                                                                                                                              | \$950.00     |
| 33960                     | 476                     | THE LIBRARY CORPORATION   | 6/8/15      | Reports Manager Renewal July 2015-June 2016                                                                                                                                                                                                                                                                                                     | \$300.00     |
| 33961                     | 477                     | TRUGREEN PROCESSING CE    | 6/8/15      | Rens & DeM: Tree & Shrub Service; Wh: Ornamental<br>Bed Weed Control                                                                                                                                                                                                                                                                            | \$403.65     |
| 33962                     | 478                     | VISION SERVICE PLAN- (IN) | 6/8/15      | Vision Insurance Premiums- June 2015                                                                                                                                                                                                                                                                                                            | \$214.74     |
| 33963                     | 479                     | WAL-MART COMMUNITY/RFC    | 6/8/15      | Positivity Committee supplies, children's supplies,<br>Summer Reading expenses,DVDs, CDs, storage bins,<br>Tuesday Movie program expenses, Book Buddies<br>program expenses                                                                                                                                                                     | \$469.47     |
| 0                         | 482                     | PAYROLL                   | 6/10/15     | PAYROLL                                                                                                                                                                                                                                                                                                                                         | \$48,634.49  |
| 0                         | 483                     | ALLIANCE BANK             | 6/8/15      | Direct Deposit Fees May 2015                                                                                                                                                                                                                                                                                                                    | \$36.70      |
| 33964                     | 484                     | BUSINESS CARD             | 6/8/15      | Background check, vacuum bags, children's supplies,<br>books, Summer Reading prizes, Summer Reading<br>expenses, Scholastic Warehouse shopping expenses,<br>stepping stones, wheel barrow, weed preventer, cleaning<br>supplies, Government Day expenses, Management<br>Meeting expenses, B2B expenses, Privacy in Library<br>workshop expenses | \$1,519.22   |
| 33965                     | 485                     | CARD METER SYSTEMS, INC   | 6/8/15      | PCCOP Software Service and Support Renewal                                                                                                                                                                                                                                                                                                      | \$1,238.83   |
| 33966                     | 486                     | CULLIGAN WATER CONDITIO   | 6/8/15      | Wh: Water Cooler Rental-June 2015, 5-gallon drinking<br>water- 8                                                                                                                                                                                                                                                                                | \$67.55      |
| 33967                     | 487                     | DEMOTTE DECORATIVE STO    | 6/8/15      | Wh: 20 yds gold mulch, 5 yds black dirt; DeM: 9 yds red<br>mulch                                                                                                                                                                                                                                                                                | \$1,309.00   |
| 33968                     | 488                     | DONNA BARKO               | 6/8/15      | Mileage 4/23-6/4/15: bank deposits, Post Office, pick up<br>clean janitorial towels, new employee orientation                                                                                                                                                                                                                                   | \$45.02      |
| 33969                     | 489                     | DUMAS & MAHNESMITH P.C.   | 6/8/15      | Legal Assistance: Property Purchase                                                                                                                                                                                                                                                                                                             | \$855.00     |
| 33970                     | 490                     | EBSCO INFORMATION SERVI   | 6/8/15      | Database Renewals 5/1/15-4/30/16 (Automotive Repair,<br>Legal Information)                                                                                                                                                                                                                                                                      | \$3,000.00   |
| 33971                     | 491                     | HP PRODUCTS               | 6/8/15      | Bulb changer, glass cleaner, neutral floor cleaner                                                                                                                                                                                                                                                                                              | \$225.06     |
| 33973                     | 492                     | INDIANA WASTE SERVICE     | 6/8/15      | DeM: Trash Pick-up, June 2015                                                                                                                                                                                                                                                                                                                   | \$87.70      |
| 33972                     | 493                     | INDIANA STATE LIBRARY     | 6/8/15      | Info Express Delivery Services, 2 days/week                                                                                                                                                                                                                                                                                                     | \$300.00     |
| 33974                     | 494                     | JANWAY COMPANY USA, INC.  | 6/8/15      | Summer Reading Supplies                                                                                                                                                                                                                                                                                                                         | \$5.55       |
| 33975                     | 495                     | KIRBY RISK CORPORATION    | 6/8/15      | Light bulbs, ballasts                                                                                                                                                                                                                                                                                                                           | \$1,203.78   |
| 33976                     | 496                     | KOLORTECH LIGHTING LLC    | 6/8/15      | Light bulbs                                                                                                                                                                                                                                                                                                                                     | \$237.40     |
| 33977                     | 497                     | MELISSA J. WIDNER         | 6/8/15      | Mileage 5/5/15: Government Day                                                                                                                                                                                                                                                                                                                  | \$122.25     |
| 33978                     | 498                     | NANETTE SPEACHT           | 6/8/15      | Mileage 6/4/15: Circulation Counterparts meeting                                                                                                                                                                                                                                                                                                | \$37.38      |
| 33979                     | 499                     | NIPSCO                    | 6/8/15      | Gas & electric service                                                                                                                                                                                                                                                                                                                          | \$5,472.18   |
| 33980                     | 500                     | NITCO                     | 6/8/15      | DeM: Local Phone & Fax Service June 2015                                                                                                                                                                                                                                                                                                        | \$150.12     |
| 33981                     | 501                     | OSBY WATER CONDITIONING   | 6/8/15      | Wh: changed filter, repaired check valve connection on<br>sulphur guard, added peroxide; water softener chemicals                                                                                                                                                                                                                               | \$310.00     |
| 33982                     | 502                     | POST TRIBUNE              | 6/8/15      | DeM: Newspaper subscription thru 6/17/16 Acct#<br>44365252                                                                                                                                                                                                                                                                                      | \$260.00     |
| 33983                     | 503                     | QUILL CORPORATION         | 6/8/15      | Color copy paper, calculator, gloves, double-sided tape,<br>dust mop handle, fax toner cartridge                                                                                                                                                                                                                                                | \$116.10     |
| 33984                     | 504                     | RAYANN GILMORE            | 6/8/15      | Mileage 4/3-6/5/15: bank deposits, Courthouse, Post<br>Office, Budget/Gateway Workshop, Management<br>Meeting, new employee orientation, pickup supplies,<br>pickup clean janitorial towels                                                                                                                                                     | \$119.31     |
| 33985                     | 505                     | RAYANN GILMORE            | 6/8/15      | Rens Petty Cash: laundry                                                                                                                                                                                                                                                                                                                        | \$52.50      |
| 33986                     | 506                     | RENSSELAER CENTRAL HIGH   | 6/8/15      | Chaos Yearbook 2013-2014                                                                                                                                                                                                                                                                                                                        | \$45.00      |
| 0                         | 507                     | SAGE PAYMENT SOLUTIONS    | 6/8/15      | Merchant Processing Fees- May 2015 (automatic<br>withdrawal on 6/1/15)                                                                                                                                                                                                                                                                          | \$52.20      |
| 33987                     | 508                     | STANDARD & POOR'S CORP.   | 6/8/15      | Continuations                                                                                                                                                                                                                                                                                                                                   | \$243.75     |
| 33988                     | 509                     | STAPLES CREDIT PLAN       | 6/8/15      | Copy paper, sign holders                                                                                                                                                                                                                                                                                                                        | \$197.95     |
| 33989                     | 510                     | TLC HOME IMPROVEMENTS, L  | 6/8/15      | Rens: 10 yds red mulch                                                                                                                                                                                                                                                                                                                          | \$425.00     |

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| <i>Warrant<br/>Number</i>     | <i>Claim<br/>Number</i> | <i>Name of Claimant</i>  | <i>Date</i> | <i>Explanation</i>                                             | <i>Total</i>        |
|-------------------------------|-------------------------|--------------------------|-------------|----------------------------------------------------------------|---------------------|
| 33990                         | 511                     | TRUGREEN PROCESSING CE   | 6/8/15      | DeM: Grub control, lawn service                                | \$110.00            |
| 33991                         | 512                     | TWIST & SMILE BALLOONS   | 6/8/15      | Summer Reading Presenter                                       | \$150.00            |
| 33992                         | 513                     | UNIQUE MANAGEMENT SERVI  | 6/8/15      | Collections: Initial/Secondary Placements- May 2015            | \$98.45             |
| 0                             | 514                     | BILL HROMADA             | 6/10/15     | Courier Mileage, 5/16/15-5/31/15 (Conf #255)                   | \$320.85            |
| 0                             | 515                     | GREAT-WEST RETIREMENT S  | 6/10/15     | Annuity Withheld 6/10/15 payroll (Conf. #258)                  | \$1,005.00          |
| 0                             | 516                     | INDIANA DEPARTMENT OF RE | 6/10/15     | EFT-State & County Taxes w/held May 2015 Payrolls (Ref #94761) | \$6,292.33          |
| 0                             | 517                     | IRS USA TAXPAYMENT       | 6/10/15     | EFT-FICA & Federal Taxes w/held 6/10/15 (Ref #03830132)        | \$11,007.32         |
| 0                             | 518                     | TOWN OF DEMOTTE          | 6/10/15     | DeM: Sewer & Water- May 2015 (conf# 256)                       | \$191.81            |
| 0                             | 519                     | TOWN OF WHEATFIELD       | 6/10/15     | Wh: Sewer- June 2015 (conf# 257)                               | \$56.65             |
| 0                             | 520                     | INPRS fbo PERF           | 6/10/15     | 6/10/15 Payroll Contributions                                  | \$5,743.53          |
| 0                             | 521                     | PAYROLL                  | 6/25/15     | PAYROLL                                                        | \$50,315.21         |
| 0                             | 522                     | AFLAC                    | 6/25/15     | Supplemental Insurance June 2015 (Conf. #260)                  | \$546.54            |
| 0                             | 523                     | BILL HROMADA             | 6/25/15     | Courier Mileage, 6/1/15-6/15/15 (Conf #261)                    | \$392.15            |
| 0                             | 524                     | CENTURYLINK              | 6/25/15     | Rens: Local phone & fax service- June 2015                     | \$123.75            |
| 0                             | 525                     | CENTURYLINK              | 6/25/15     | WH: Fax Service June 2015 (Conf. # 264)                        | \$14.55             |
| 0                             | 526                     | CENTURYLINK              | 6/25/15     | WH: Local Phone Service June 2015 (Conf. # 263)                | \$35.09             |
| 0                             | 527                     | CITY OF RENSSELAER       | 6/25/15     | RENS: Utilities 5/8/15-6/9/15 (Conf. #262)                     | \$3,978.18          |
| 0                             | 528                     | GREAT-WEST RETIREMENT S  | 6/25/15     | Annuity Withheld 6/25/15 payroll (Conf. #265)                  | \$1,005.00          |
| 0                             | 529                     | INPRS fbo PERF           | 6/25/15     | 6/25/15 Payroll Contributions                                  | \$5,959.98          |
| 0                             | 530                     | IRS USA TAXPAYMENT       | 6/25/15     | EFT-FICA & Federal Taxes w/held 6/25/15 (Ref #62399272)        | \$11,424.28         |
| <b>Total Amount of Claims</b> |                         |                          |             |                                                                | <b>\$381,280.56</b> |

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, July 02, 2015

Fiscal Officer

### ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$381,280.56

Date this 13<sup>th</sup> day of July, 2015.

### SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

**JASPER COUNTY PUBLIC LIBRARY**  
**Receipt Breakdown**  
**June 30, 2015**

|                                                   | <u>THIS MONTH</u> | <u>YEAR-TO-DATE</u> | <u>TOTAL RECEIPTS<br/>THIS MONTH</u> | <u>TOTAL RECEIPTS<br/>YEAR-TO-DATE</u> |
|---------------------------------------------------|-------------------|---------------------|--------------------------------------|----------------------------------------|
| <b>FINES &amp; FEES:</b>                          |                   |                     | \$3,146.57                           | \$17,050.87                            |
| DeMotte                                           | \$1,027.64        | \$5,520.15          |                                      |                                        |
| Rensselaer                                        | \$1,165.05        | \$6,575.64          |                                      |                                        |
| Wheatfield                                        | \$953.88          | \$4,955.08          |                                      |                                        |
| <b>PHOTOCOPIES:</b>                               |                   |                     | \$778.74                             | \$5,019.54                             |
| DeMotte                                           | \$270.55          | \$1,963.70          |                                      |                                        |
| Rensselaer                                        | \$310.44          | \$1,943.99          |                                      |                                        |
| Wheatfield                                        | \$197.75          | \$1,111.85          |                                      |                                        |
| <b>INTEREST (Checking, Repurchase, CDs):.....</b> |                   |                     | \$72.23                              | \$294.94                               |
| <b>TAXES:</b>                                     |                   |                     | \$305,488.15                         | \$1,147,245.17                         |
| Property Tax                                      | \$177,919.70      | \$634,588.74        |                                      |                                        |
| LOIT                                              | \$17,903.58       | \$107,421.49        |                                      |                                        |
| License Excise Tax                                | \$50,726.30       | \$50,726.30         |                                      |                                        |
| Financial Institution Tax                         | \$1,228.91        | \$1,228.91          |                                      |                                        |
| CVET(Commercial Vehicle Excise)                   | \$0.00            | \$7,021.77          |                                      |                                        |
| Local Option/Certified Shares                     | \$47,192.33       | \$283,153.98        |                                      |                                        |
| Local Option/Property Tax Repl.                   | \$10,517.33       | \$63,103.98         |                                      |                                        |
| <b>TAXABLE SALES:-.....</b>                       |                   |                     | \$8.41                               | \$63.05                                |
| <b>REFUNDS:</b>                                   |                   |                     | \$882.35                             | \$15,745.96                            |
| Rebates/Refund                                    | \$0.00            | \$9.96              |                                      |                                        |
| Insurance Claims/Reimbursements                   | \$682.24          | \$4,852.51          |                                      |                                        |
| Meeting Room Rental                               | \$200.00          | \$1,100.00          |                                      |                                        |
| Reimbursement                                     | \$0.11            | \$1,259.19          |                                      |                                        |
| Fixed Asset Sales                                 | \$0.00            | \$0.00              |                                      |                                        |
| Miscellaneous Receipts                            | \$0.00            | \$125.30            |                                      |                                        |
| Interfund Transfer                                | \$0.00            | \$8,399.00          |                                      |                                        |
| <b>TOTAL OPERATING FUND RECEIPTS.....</b>         |                   |                     | <b>\$310,376.45</b>                  | <b>\$1,185,419.53</b>                  |
| <b>PLAC FUND:.....</b>                            |                   |                     | \$0.00                               | \$0.00                                 |
| <b>GIFT FUNDS:</b>                                |                   |                     | \$253.23                             | \$8,811.57                             |
| DeMotte                                           | \$153.23          | \$3,482.36          |                                      |                                        |
| Rensselaer                                        | \$0.00            | \$2,876.45          |                                      |                                        |
| Wheatfield                                        | \$100.00          | \$2,452.76          |                                      |                                        |
| <b>LIB. IMPROV. RESERVE FUND: .....</b>           |                   |                     | \$16.64                              | \$97.74                                |
| Interest Earned                                   | \$16.64           | \$97.74             |                                      |                                        |
| Transfer from OPERATING                           | \$0.00            | \$0.00              |                                      |                                        |
| <b>BOND &amp; INTEREST REDEMPTION FUND:</b>       |                   |                     | \$53,728.76                          | \$172,702.65                           |
| Property Tax                                      | \$42,672.71       | \$160,152.37        |                                      |                                        |
| License Excise Tax                                | \$10,794.54       | \$10,794.54         |                                      |                                        |
| Financial Institution Tax                         | \$261.51          | \$261.51            |                                      |                                        |
| CVET(Commercial Vehicle Excise)                   | \$0.00            | \$1,494.23          |                                      |                                        |
| Interfund Transfer                                | \$0.00            | \$0.00              |                                      |                                        |
| <b>RAINY DAY FUND:</b>                            |                   |                     | \$0.00                               | \$0.00                                 |
| Special CAGIT Distribution                        | \$0.00            | \$0.00              |                                      |                                        |
| Interest Earned                                   | \$0.00            | \$0.00              |                                      |                                        |
| <b>STATE TECHNOLOGY FUND GRANT FUND:-.....</b>    |                   |                     | \$0.00                               | \$9,733.00                             |
| <b>CAPITAL PROJECTS FUND:</b>                     |                   |                     | \$3.90                               | \$22.07                                |
| Interest Earned                                   | \$3.90            | \$22.07             |                                      |                                        |
| Property Tax                                      | \$0.00            | \$0.00              |                                      |                                        |
| License Excise Tax                                | \$0.00            | \$0.00              |                                      |                                        |
| Financial Institution Tax                         | \$0.00            | \$0.00              |                                      |                                        |
| CVET(Commercial Vehicle Excise)                   | \$0.00            | \$0.00              |                                      |                                        |
| Interfund Transfer                                | \$0.00            | \$0.00              |                                      |                                        |
| <b>HOST/HOSPITALITY FUND:-.....</b>               |                   |                     | \$0.00                               | \$0.00                                 |
| <b>LEVY EXCESS FUND:-.....</b>                    |                   |                     | \$0.00                               | \$0.00                                 |
| <b>SALES TAX:-.....</b>                           |                   |                     | \$14.59                              | \$97.55                                |
| <b>CASH CHANGE FUND</b>                           |                   |                     | \$0.00                               | \$0.00                                 |
| <b>INSURANCE REFUND FUND:</b>                     |                   |                     | \$0.00                               | \$0.00                                 |
| Interfund Transfer                                | \$0.00            | \$0.00              |                                      |                                        |
| <b>INSURANCE SETTLEMENT FUND</b>                  |                   |                     | \$0.00                               | \$7,465.94                             |
| <b>SUB-TOTAL (page 1).....</b>                    |                   |                     | <b>\$364,393.57</b>                  | <b>\$1,384,350.05</b>                  |

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**WITHHOLDING ACCOUNT FUNDS:**

|                         |            |             |
|-------------------------|------------|-------------|
| FIT Tax Collected       | \$7,731.82 | \$45,712.82 |
| FICA Collected          | \$7,349.88 | \$43,294.08 |
| State Tax Collected     | \$3,505.44 | \$20,332.98 |
| County Tax Collected    | \$2,730.56 | \$16,047.20 |
| Deferred Comp Plan      | \$2,010.00 | \$11,580.00 |
| Pre-tax Insurance Plans | \$3,162.30 | \$18,095.85 |
| Life Insurance          | \$217.92   | \$1,313.52  |
| INPRS                   | \$2,975.71 | \$17,523.32 |
| Garnishments            | \$0.00     | \$108.00    |
| Credit Union            | \$0.00     | \$43.28     |

\$29,683.63

\$174,051.05

**TOTAL RECEIPTS - ALL FUNDS.....**

**\$394,077.20**

**\$1,558,401.10**



**Voucher List**  
**Jasper County Public Library**

**Report Date: From 7/1/15 To 7/13/15**

| <b>Warrant<br/>Number</b> | <b>Claim<br/>Number</b> | <b>Name of Claimant</b>    | <b>Date</b> | <b>Explanation</b>                                                                                                                                                | <b>Total</b> |
|---------------------------|-------------------------|----------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 33993                     | 531                     | AARON'S LAWN CARE          | 7/13/15     | Mowing, edging, and trimming                                                                                                                                      | \$1,143.00   |
| 33994                     | 532                     | ACE HARDWARE               | 7/13/15     | Masking tape, smoke alarm, landscape edging                                                                                                                       | \$56.21      |
| 33995                     | 533                     | ANTHEM BLUE CROSS BLUE     | 7/13/15     | Health Insurance premiums- July 2015                                                                                                                              | \$12,280.32  |
| 33996                     | 534                     | ANTHEM BLUE CROSS BLUE     | 7/13/15     | July Cobra premiums for B. Thompson                                                                                                                               | \$682.24     |
| 33997                     | 535                     | ANTHEM LIFE                | 7/13/15     | Life Insurance premiums- July 2015                                                                                                                                | \$97.02      |
| 33998                     | 536                     | BAKER & TAYLOR             | 7/13/15     | Books, Continuations, AV, Auto. Yours                                                                                                                             | \$11,628.77  |
| 33999                     | 537                     | BAKER & TAYLOR ENTERTAIN   | 7/13/15     | DVDs                                                                                                                                                              | \$28.59      |
| 34000                     | 538                     | BLUETARP FINANCIAL, INC    | 7/13/15     | Drywall tape, plastic anchor with screws                                                                                                                          | \$3.38       |
| 34001                     | 539                     | CRESTLINE SPECIALTIES, INC | 7/13/15     | Promotional clips, coasters, and cups                                                                                                                             | \$926.83     |
| 34002                     | 540                     | D & S COMPUTER SERVICES    | 7/13/15     | Hosting 3rd quarter 2015                                                                                                                                          | \$120.00     |
| 34003                     | 541                     | DELTA DENTAL               | 7/13/15     | Dental Insurance premiums- July 2015                                                                                                                              | \$522.18     |
| 34004                     | 542                     | DEMCO                      | 7/13/15     | Book pockets, headphones, masking tape                                                                                                                            | \$104.77     |
| 34005                     | 543                     | DEPARTMENT OF HOMELAND     | 7/13/15     | DeM: Boiler inspection                                                                                                                                            | \$86.00      |
| 34006                     | 544                     | EMILY DURAN                | 7/13/15     | Mileage 6/26/15: AV Shopping                                                                                                                                      | \$39.68      |
| 34007                     | 545                     | ENA SERVICES LLC           | 7/13/15     | Internet service fo June 2015                                                                                                                                     | \$1,621.50   |
| 34008                     | 546                     | EVELYN BRISTOL             | 7/13/15     | Mileage 1/8-5/26/15: Evaluation, Management meetings,<br>mail water test, Walking books, Friends meeting                                                          | \$117.88     |
| 34009                     | 547                     | FINDAWAY WORLD, LLC        | 7/13/15     | Playaway View power adapter, earbuds                                                                                                                              | \$331.44     |
| 34010                     | 548                     | FLEX-PAC INC               | 7/13/15     | Paper towel rolls, m-folds, hand soap, toilet paper                                                                                                               | \$166.87     |
| 34011                     | 549                     | GALE/CENGAGE LEARNING      | 7/13/15     | Continuations                                                                                                                                                     | \$308.24     |
| 34012                     | 550                     | HERITAGE OFFICE PRODUCT    | 7/13/15     | Name tag                                                                                                                                                          | \$11.50      |
| 34013                     | 551                     | HIVELY WELDING CO., INC    | 7/13/15     | Wh: floor outlet covers                                                                                                                                           | \$74.00      |
| 34014                     | 552                     | HP PRODUCTS                | 7/13/15     | Trash bags                                                                                                                                                        | \$101.85     |
| 34015                     | 553                     | JAMES M. STATON            | 7/13/15     | Payment on property located at 228 West 10th Street<br>SW, DeMotte, Indiana 46310                                                                                 | \$78,000.00  |
| 34016                     | 554                     | JASON GILBERT              | 7/13/15     | Sprinkler parts, gutter parts, downspout extensions                                                                                                               | \$113.30     |
| 34017                     | 555                     | JEAN LAMBERT               | 7/13/15     | Mileage 4/1-6/22/15: Recycling, pick up cleaning supplies                                                                                                         | \$10.58      |
| 34018                     | 556                     | KIM DELGER                 | 7/13/15     | Book Discussion dinner expenses                                                                                                                                   | \$103.23     |
| 34019                     | 557                     | KIRBY RISK CORPORATION     | 7/13/15     | Light bulbs, ballasts, 120V photocontrol                                                                                                                          | \$597.57     |
| 34020                     | 558                     | LAURIE STEELE              | 7/13/15     | Online Database (Read the Books) 7/1/15-6/30/16                                                                                                                   | \$940.00     |
| 34021                     | 559                     | LINDA POORTENGA            | 7/13/15     | Mileage 5/21-6/27/15: Post Office, bank deposit,<br>Circulation Counterparts meeting, Management meeting,<br>B2B meeting                                          | \$100.34     |
| 34022                     | 560                     | MIDWEST COLLABORATIVE F    | 7/13/15     | Online Database Renewals (Ancestry Library,<br>HeritageQuest, Tumblebooks) 7/1/15-6/30/16                                                                         | \$3,455.60   |
| 34023                     | 561                     | NATIONAL EDUCATIONAL SYS   | 7/13/15     | DVDs                                                                                                                                                              | \$1,341.00   |
| 34024                     | 562                     | NITCO                      | 7/13/15     | DeM: Local Phone & Fax Service July 2015                                                                                                                          | \$154.52     |
| 34025                     | 563                     | OFFICE DEPOT               | 7/13/15     | Dry erase board, contact paper, label tape, color copy<br>paper, sticky notes, desk pads, electric pencil sharpener,<br>copy paper, correction tape, 3-hole punch | \$357.68     |
| 34026                     | 564                     | PBS DISTRIBUTION, LLC      | 7/13/15     | DVDs                                                                                                                                                              | \$1,939.04   |
| 34027                     | 565                     | PENWORTHY COMPANY          | 7/13/15     | Books                                                                                                                                                             | \$896.03     |
| 34028                     | 566                     | QUILL CORPORATION          | 7/13/15     | Ziploc bags, permanent markers, hole reinforcements                                                                                                               | \$32.19      |
| 34029                     | 567                     | RACHAEL CAVINDER           | 7/13/15     | Mileage 6/26/15: AV Shopping                                                                                                                                      | \$25.30      |
| 34030                     | 568                     | RELIABLE EXTERMINATORS, I  | 7/13/15     | DeM: Interior & exterior treatment                                                                                                                                | \$200.00     |
| 34031                     | 569                     | RENSSELAER ROTARY CLUB     | 7/13/15     | May & June 2015 dues & meals                                                                                                                                      | \$96.00      |
| 34032                     | 570                     | REPUBLIC SERVICES #715     | 7/13/15     | Wh: Trash Service- July 2015                                                                                                                                      | \$64.95      |
| 34033                     | 571                     | ROEING CORPORATION         | 7/13/15     | APC replacement battery                                                                                                                                           | \$189.00     |
| 34034                     | 572                     | SCHOLASTIC LIBRARY PUBLI   | 7/13/15     | Books                                                                                                                                                             | \$22.93      |
| 34035                     | 573                     | SHOWCASES                  | 7/13/15     | DVD cases                                                                                                                                                         | \$326.16     |

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| <i>Warrant<br/>Number</i> | <i>Claim<br/>Number</i> | <i>Name of Claimant</i>    | <i>Date</i> | <i>Explanation</i>                                                                                                                                                                                                                                            | <i>Total</i>  |
|---------------------------|-------------------------|----------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 34036                     | 574                     | SMITH OFFICE EQUIPMENT     | 7/13/15     | Tape                                                                                                                                                                                                                                                          | \$38.13       |
| 34037                     | 575                     | SUNRISE PACKAGING INC.     | 7/13/15     | Audiobook cases                                                                                                                                                                                                                                               | \$229.38      |
| 34038                     | 576                     | THE LIBRARY CORPORATION    | 7/13/15     | Library Solutions Software Support, Marc Records Access, Hosting Services Sept. 2015- Aug. 2016                                                                                                                                                               | \$29,189.00   |
| 34039                     | 577                     | TRUGREEN PROCESSING CE     | 7/13/15     | Rens: Grub control, lawn fertilization                                                                                                                                                                                                                        | \$285.00      |
| 34040                     | 578                     | ULINE                      | 7/13/15     | Filament tape                                                                                                                                                                                                                                                 | \$76.07       |
| 34041                     | 579                     | VISION SERVICE PLAN- (IN)  | 7/13/15     | Vision Insurance Premiums- July 2015                                                                                                                                                                                                                          | \$214.74      |
| 34042                     | 580                     | WAL-MART COMMUNITY/RFC     | 7/13/15     | Teen Reading prize, Summer Reading prizes, cleaning supplies, batteries, DVDs, CDs, Summer Reading supplies, adult supplies                                                                                                                                   | \$1,376.12    |
| 34043                     | 581                     | WHEATFIELD CHAMBER OF C    | 7/13/15     | Wh: Chamber Membership Dues 2015-2016                                                                                                                                                                                                                         | \$100.00      |
| 34044                     | 582                     | YVONNE DEL VECCHIO         | 7/13/15     | Mileage 5/6-6/25/15: Walking Books, Book Club, deliver newsletters                                                                                                                                                                                            | \$33.47       |
| 34045                     | 583                     | ZIESE PLUMBING, HEATING, & | 7/13/15     | Wh: Install water heater, circulation pump, and stainless steel pump; Rens: Repair faucets in meeting room & tech services                                                                                                                                    | \$1,058.08    |
| 0                         | 584                     | PAYROLL                    | 7/10/15     | PAYROLL                                                                                                                                                                                                                                                       | \$51,056.98   |
| 0                         | 585                     | BILL HROMADA               | 7/10/15     | Courier Mileage, 6/16/15-6/30/15 (Conf #266)                                                                                                                                                                                                                  | \$392.15      |
| 0                         | 586                     | GREAT-WEST RETIREMENT S    | 7/10/15     | Annuity Withheld 7/10/15 payroll (Conf. #269)                                                                                                                                                                                                                 | \$1,005.00    |
| 0                         | 587                     | INDIANA DEPARTMENT OF RE   | 7/10/15     | EFT-State & County Taxes w/held June 2015 Payrolls (Ref #74608)                                                                                                                                                                                               | \$6,236.00    |
| 0                         | 588                     | INPRS fbo PERF             | 7/10/15     | 7/10/15 Payroll Contributions                                                                                                                                                                                                                                 | \$5,990.83    |
| 0                         | 589                     | IRS USA TAXPAYMENT         | 7/10/15     | EFT-FICA & Federal Taxes w/held 7/10/15 (Ref #00198549)                                                                                                                                                                                                       | \$11,600.27   |
| 0                         | 590                     | TOWN OF DEMOTTE            | 7/10/15     | DeM: Sewer & Water- June 2015 (conf# 268)                                                                                                                                                                                                                     | \$195.96      |
| 0                         | 591                     | TOWN OF WHEATFIELD         | 7/10/15     | Wh: Sewer- July 2015 (conf# 267)                                                                                                                                                                                                                              | \$56.65       |
| 0                         | 592                     | JASPER COUNTY PUBLIC LIB   | 7/1/15      | CD# 002-0668762355 Matured                                                                                                                                                                                                                                    | \$275,000.00  |
| 0                         | 593                     | JASPER COUNTY PUBLIC LIB   | 7/1/15      | CD# 002-0668762363 Matured                                                                                                                                                                                                                                    | \$725,000.00  |
| 34015                     | 594                     | JAMES M. STATON            | 7/13/15     | Void Voucher #553, Check #34015                                                                                                                                                                                                                               | (\$78,000.00) |
| 0                         | 595                     | ALLIANCE BANK              | 7/13/15     | Direct Deposit Fees June 2015; Annual Fee                                                                                                                                                                                                                     | \$76.90       |
| 34046                     | 596                     | BUSINESS CARD              | 7/13/15     | Next Issue Subscription, children's program supplies, CYPD registrations, DVDs, CDs, books, Circulation Counterparts meeting expenses, postage, Summer Reading supplies, children's supplies, Management Meeting expenses, AV Shopping expenses, B2B expenses | \$3,793.17    |
| 34047                     | 597                     | CENTURYLINK                | 7/13/15     | Rens: Local phone & fax service- July 2015                                                                                                                                                                                                                    | \$126.69      |
| 34048                     | 598                     | CENTURYLINK                | 7/13/15     | Long distance phone service- June 2015                                                                                                                                                                                                                        | \$5.34        |
| 34049                     | 599                     | COMMUNITY MEDIA            | 7/13/15     | Wh: KV Post News newspaper subscription                                                                                                                                                                                                                       | \$62.00       |
| 34050                     | 600                     | CULLIGAN WATER CONDITIO    | 7/13/15     | Wh: Water Cooler Rental-July 2015, 5-gallon drinking water- 8                                                                                                                                                                                                 | \$67.55       |
| 34051                     | 601                     | DEBORAH KRISTOFF           | 7/13/15     | Books                                                                                                                                                                                                                                                         | \$40.00       |
| 34052                     | 602                     | GOODWIN FIRE EQUIPMENT, I  | 7/13/15     | DeM, Rens: Annual fire extinguisher inspection and maintenance                                                                                                                                                                                                | \$70.00       |
| 34053                     | 603                     | HAMSTRA BUILDERS, INC.     | 7/13/15     | DeM: Repaired ridge cap on south east ridge                                                                                                                                                                                                                   | \$171.30      |
| 34054                     | 604                     | INDIANA DEPT. OF WORKFOR   | 7/13/15     | 2nd Quarter 2015 Unemployment Compensation Pymt                                                                                                                                                                                                               | \$825.84      |
| 34055                     | 605                     | INDIANA WASTE SERVICE      | 7/13/15     | DeM: Trash Pick-up, July 2015                                                                                                                                                                                                                                 | \$87.70       |
| 34057                     | 606                     | KONE, INC.                 | 7/13/15     | DeM: Elevator maintenance agreement 7/1/15-9/30/15                                                                                                                                                                                                            | \$405.18      |
| 34058                     | 607                     | NIPSCO                     | 7/13/15     | DeM & Wh: Gas & Electric Service                                                                                                                                                                                                                              | \$6,019.31    |
| 34059                     | 608                     | PEGGY MICHELIN             | 7/13/15     | Mileage 3/20-6/26/15: AV Shopping, AV returns, supply pickup                                                                                                                                                                                                  | \$48.76       |
| 34060                     | 609                     | RMC IMAGING, INC           | 7/13/15     | Annual Maintenance ST-200 Scanner & Companion Scanner, 7/29/15-7/28/16                                                                                                                                                                                        | \$1,657.50    |
| 0                         | 610                     | SAGE PAYMENT SOLUTIONS     | 7/13/15     | Merchant Processing Fees- June 2015; PCI Compliance Annual Fee (automatic withdrawal on 7/2/15)                                                                                                                                                               | \$282.28      |
| 34061                     | 611                     | TRUGREEN PROCESSING CE     | 7/13/15     | Wh: Lawn Fertilization, Grub Control                                                                                                                                                                                                                          | \$245.70      |
| 34062                     | 612                     | UNIQUE MANAGEMENT SERVI    | 7/13/15     | Collections: Initial/Secondary Placements- June 2015                                                                                                                                                                                                          | \$71.60       |
| 34063                     | 613                     | USA TODAY                  | 7/13/15     | Rens: Newspaper subscription 8/1/15-7/31/16                                                                                                                                                                                                                   | \$293.20      |

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| <i>Warrant<br/>Number</i>     | <i>Claim<br/>Number</i> | <i>Name of Claimant</i> | <i>Date</i> | <i>Explanation</i>          | <i>Total</i>          |
|-------------------------------|-------------------------|-------------------------|-------------|-----------------------------|-----------------------|
| 34056                         | 614                     | JANICE WILMA            | 7/13/15     | Children's program supplies | \$75.00               |
| <b>Total Amount of Claims</b> |                         |                         |             |                             | <b>\$1,164,976.54</b> |

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, July 13, 2015

\_\_\_\_\_  
Fiscal Officer

### ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$1,164,976.54

Date this 13<sup>th</sup> day of July, 20 15.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.



*Aug*

**Agenda  
Jasper County Public Library  
Board of Trustees Meeting  
Monday, August 10, 2015, 6pm  
Rensselaer Public Library**

**Opening of Meeting**

Moment of Silence

**Approval of Consent Agenda & Consent Agenda Items**

Action

Minutes of July Board Meeting  
Bills/Financial Reports  
Policy Review (R 12)

**General Business**

Oath of Office – Jody Melton (R 12)  
Resolution to Continue in the  
Public Library Internet Consortium (R 12)  
General Milroy Artifacts (R 12)

Action

Action

Action

**Director's Report** (R 12-R 15)

Information

**Items for Future Agendas**

**Public Forum**

**Adjournment**

*To inform, enrich, and empower our diverse community.*



## **MINUTES**

**Jasper County Public Library Board of Trustees**  
**6:00 PM**

**July 13, 2015**  
**Rensselaer Library**

**Present:** Janelle Harper, Jody Melton, Mark Heinig, Janet Umlauf, Deana George, Natalie Waling, Timothy Schultz, Patricia Stringfellow, Rayann Gilmore

**Absent:**

**Agenda & Consent Agenda Approval:** The Consent Agenda and Consent Agenda items including the June Board Meeting Minutes, bills/financial reports, Public Records Policy revisions, Patron Tasks & Devices Policy revisions, updates to the Salary Ordinance, and a request to close the DeMotte Library on Saturday, August 8 for the Touch of Dutch Festival were approved as presented on a motion by D. George, seconded by J. Harper. Motion passed.

**2016 Budget:** The Budget Committee consisting of D. George (Chair), J. Umlauf, and M. Heinig met with P. Stringfellow, Director and R. Gilmore, Business Manager to review the 2016 Budget. The growth quotient for the 2016 Budget is 2.6%. We stayed within this amount. P. Stringfellow and R. Gilmore met with our DLGF field rep on July 10. This meeting went well. The total of the combined budgets for Operating, BIRF, and LIRF is \$2,934,685. J. Melton moved to advertise the 2016 Budget as presented, seconded by N. Waling. Motion passed.

**Insurance, Newly Acquired Property:** In June we reviewed an insurance quote for adding our newly acquired property to our insurance coverage. The board requested additional insurance information and also wondered whether Jim Staton needed to be added to the insurance policy. P. Stringfellow contacted Stace Pickering, the Library's insurance agent and Ed Dumas, the Library's attorney with the Board's questions. More options for coverage and deductibles were received from Stace. Ed said that the property needed to be insured to value and that Jim Staton did not need to be factored in. If there were to be damages to the property resulting in a loss before the Library had made the final payment to Jim, he would just be paid from the money that the Library would receive for the loss. J. Melton moved to insure the property with option #1, \$125,000 ACV with \$1000 deductible, seconded by T. Schultz. Motion passed.

P. Stringfellow explained that the bushes located behind the house will be removed. The closing on the property is coming up. The title company is waiting on the mortgage pay-off amount from the bank before scheduling the date of closing. All utilities to the house will be turned off.

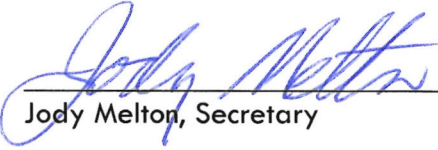
**Digital Access Card Service:** We hope to launch the Digital Access Card Service in September 2015. At this time, we plan to issue cards to the high school students at KV and either the high school and/or middle school students at Rensselaer, depending upon the school's preference. The borrower type for this service will be DAC – Digital Access Card. We do not plan to seek parental permission regarding use of library databases and eBook materials with a DAC. We feel that our Selection Policy addresses the parents' role in determining what is appropriate or inappropriate for their children. However, we do plan to provide an informational letter to parents introducing them to this new service. We will ask school personnel to send the letter home with students. DAC will be valid for one year. To make things easier for school personnel, we will not collect cards when they expire. New cards will be made available each school year. For the 2015-2016 school year the Rotary clubs in Rensselaer and DeMotte will sponsor our cards, covering the cost to have plastic cards made. The DAC can be used at home or at school. Our vision is to provide a Digital Access Card that will allow students easy access to our databases

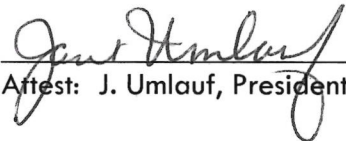
and eBook resources. The card would be good for this specific purpose. A full service (traditional) library card would be needed for full access to library materials. There is no risk of lost materials as all content is electronic. M. Heinig moved to add the new Digital Access Card Service, seconded by D. George. Motion passed.

**Director's Report:** Two CDs matured in June. This money is now earning interest in our Sweep Account. We plan to reinvest in new CDs after we get through our 2016 Budget work and other pressing matters. We will be looking for better rates than our Sweep Account currently provides. Invested monies would be from our Capital Projects and Rainy Day Funds and are not monies that we anticipate needing access to within the next year.

The Rensselaer Library experienced repeated issues of vandalism in June. We have had book damages and fence damages. Staff has spent hours filling out incident reports, watching security camera feed, and filing police reports. With police assistance we have been able to identify most of the youth involved and matters have been turned over to the prosecutor.

**Adjournment:** With no further matters for discussion J. Umlauf adjourned the meeting at 6:40 PM.

  
\_\_\_\_\_  
Jody Melton, Secretary

  
\_\_\_\_\_  
Attest: J. Umlauf, President



# CIRCULATION BY HOLDINGS CODE

July 2017

| ITEM CODE                         | DEMOTTE | RENSSELAER | WHEATFIELD | TOTAL |
|-----------------------------------|---------|------------|------------|-------|
| Award Winner JBIO (DAJBIO)        | 0       | 0          | 0          | 0     |
| Award Winner JE (DAJE)            | 0       | 0          | 0          | 0     |
| Award Winner JFIC (DAJFIC)        | 43      | 1          | 0          | 44    |
| Award Winner JNF (DAJNF)          | 0       | 0          | 0          | 0     |
| Award Winner JPFIC (DAJPBF)       | 0       | 0          | 0          | 0     |
| Award Winning fiction (DAWFIC)    | 0       | 0          | 0          | 0     |
| Award Winning non-fiction (DAWNF) | 0       | 0          | 0          | 0     |
| Award Winner YAFIC (DAYAF)        | 0       | 0          | 0          | 0     |
| Award Winner YAPFIC (DAYPBF)      | 0       | 0          | 0          | 0     |
| Biography (DBIO)                  | 19      | 3          | 4          | 26    |
| Blu-Ray (DBR)                     | 188     | 0          | 0          | 188   |
| Books on CD (DBKCD)               | 189     | 6          | 8          | 203   |
| Books on Tape (DBKT)              | 0       | 0          | 0          | 0     |
| Compact Disc (DCD)                | 149     | 5          | 3          | 157   |
| Digital Audiobooks (DDA)          | 32      | 0          | 1          | 33    |
| DVD (DDVD)                        | 1719    | 35         | 25         | 1779  |
| Equipment (DEQP)                  | 73      | 0          | 0          | 73    |
| See librarian (DERR)              | 0       | 0          | 0          | 0     |
| Express Book (DEXP)               | 31      | 0          | 0          | 31    |
| Fiction (DFIC)                    | 705     | 37         | 15         | 757   |
| Fiction Fantasy (DFICF)           | 29      | 0          | 0          | 29    |
| Fiction Mystery (DFICM)           | 95      | 5          | 4          | 104   |
| Fiction New (DFICNEW)             | 408     | 13         | 17         | 438   |
| Fiction Science Fiction (DFICSF)  | 20      | 1          | 0          | 21    |
| Fiction Western (DFICW)           | 12      | 0          | 0          | 12    |
| Genealogy (DGENE)                 | 0       | 0          | 0          | 0     |
| Genealogy Mag (DGMAG)             | 0       | 0          | 0          | 0     |
| Graphic Novels (DGN)              | 191     | 0          | 3          | 194   |
| Hanging Bags (DHANG)              | 20      | 1          | 0          | 21    |
| ILL (DILL)                        | 45      | 1          | 0          | 46    |
| Internet (DINTER)                 | 936     | 0          | 0          | 936   |
| Juv. Audio book (DJAUDB)          | 10      | 0          | 1          | 11    |
| Juv. Biography (DJBIO)            | 51      | 1          | 0          | 52    |
| Juv. Book on CD (DJBKCD)          | 0       | 0          | 0          | 0     |
| Juv. Book on Tape (DJBKT)         | 0       | 0          | 0          | 0     |
| Juv. Compact Disc (DJCD)          | 24      | 0          | 0          | 24    |
| Juvenile Easy (DJE)               | 649     | 7          | 2          | 658   |
| Juv. Easy Non-fiction (DJENF)     | 86      | 4          | 0          | 90    |
| Juv. Easy Reader (DJER)           | 662     | 1          | 1          | 664   |
| Juv. Fiction (DJFIC)              | 685     | 16         | 9          | 710   |
| Juv. Holiday books (DJHOL)        | 23      | 0          | 0          | 23    |
| Juv. Magazine (DJMAG)             | 50      | 0          | 1          | 51    |
| Juv. Music Cassette (DJMC)        | 0       | 0          | 0          | 0     |
| Juv. Nonfiction (DJNF)            | 355     | 26         | 4          | 385   |
| Juv. Nonfic Text Bk (DJNFTB)      | 0       | 0          | 0          | 0     |
| Juv. Paperback fic (DJPBF)        | 0       | 0          | 0          | 0     |
| Juv. Professional Coll. (DJPRO)   | 0       | 0          | 0          | 0     |
| Juv. Reference (DJREF)            | 6       | 0          | 0          | 6     |
| Juv. Toddler (DJTOD)              | 125     | 0          | 0          | 125   |

|                                 |     |      |    |      |
|---------------------------------|-----|------|----|------|
| Large Print Fiction (DLPF)      | 244 | 7    | 2  | 253  |
| Large Print Nonfic (DLPNF)      | 12  | 0    | 0  | 12   |
| Magazine (DMAG)                 | 704 | 0    | 8  | 712  |
| Music Cassette (DMCAS)          | 0   | 0    | 0  | 0    |
| Nonfiction 000 (DNF000)         | 10  | 0    | 0  | 10   |
| Nonfiction 100 (DNF100)         | 16  | 0    | 0  | 16   |
| Nonfiction 200 (DNF200)         | 27  | 4    | 0  | 31   |
| Nonfiction 300 (DNF300)         | 55  | 0    | 0  | 55   |
| Nonfiction 400 (DNF400)         | 10  | 2    | 0  | 12   |
| Nonfiction 500 (DNF500)         | 23  | 1    | 0  | 24   |
| Nonfiction 600 (DNF600)         | 141 | 12   | 6  | 159  |
| Nonfiction 700 (DNF700)         | 51  | 4    | 0  | 55   |
| Nonfiction 800 (DNF800)         | 10  | 0    | 1  | 11   |
| Nonfiction 900 (DNF900)         | 64  | 2    | 4  | 70   |
| Nonfiction Blu-Ray (DNFBR)      | 3   | 0    | 0  | 3    |
| Nonfiction DVD (DNFDVD)         | 89  | 8    | 0  | 97   |
| Nonfiction (DNFIC)              | 0   | 0    | 0  | 0    |
| Nonfiction New (DNFNEW)         | 97  | 6    | 6  | 109  |
| Nonfiction VHS (DNFVHS)         | 0   | 0    | 0  | 0    |
| Oversize (DOVER)                | 2   | 0    | 0  | 2    |
| Professional Coll. (DPROF)      | 0   | 0    | 0  | 0    |
| Parent Shelf Juv. Fic (DPSJFic) | 0   | 0    | 0  | 0    |
| Parent Shelf Juv. NF (DPSJNF)   | 9   | 0    | 0  | 9    |
| Reference (DREF)                | 0   | 0    | 0  | 0    |
| Ref. Magazine (DRMAG)           | 0   | 0    | 0  | 0    |
| Reference Software (DRSW)       | 0   | 0    | 0  | 0    |
| Spanish Collection (DSPA)       | 8   | 0    | 0  | 8    |
| Software (DSWAR)                | 8   | 0    | 0  | 8    |
| Vertical File (DVF)             | 0   | 0    | 0  | 0    |
| VHS (DVHS)                      | 0   | 0    | 0  | 0    |
| YA Audio book (DYAUDB)          | 13  | 1    | 0  | 14   |
| YA Biography (DYAB)             | 7   | 0    | 0  | 7    |
| YA Books on CD (DYABKCD)        | 0   | 0    | 0  | 0    |
| YA Books on Tape (DYABKT)       | 0   | 0    | 0  | 0    |
| YA Fiction (DYAF)               | 219 | 6    | 6  | 231  |
| YA Music CD (DYACD)             | 0   | 0    | 0  | 0    |
| YA Nonfiction (DYANF)           | 21  | 1    | 1  | 23   |
| YA Paperback Fic (DYAPBF)       | 0   | 0    | 0  | 0    |
| Storage (DZSTO)                 | 18  | 0    | 0  | 18   |
|                                 |     |      |    |      |
| Award Winner JBIO (RAJBIO)      | 0   | 0    | 0  | 0    |
| Award Winner JE (RAJE)          | 0   | 0    | 0  | 0    |
| Award Winner JFIC (RAJFIC)      | 0   | 0    | 0  | 0    |
| Biography (RBIO)                | 6   | 29   | 6  | 41   |
| Blu-Ray (RBR)                   | 0   | 267  | 2  | 269  |
| Books on CD (RBKCD)             | 7   | 119  | 3  | 129  |
| Books on Tape (RBKT)            | 0   | 0    | 0  | 0    |
| Compact Disc (RCD)              | 1   | 291  | 6  | 298  |
| Digital Audiobooks (RDA)        | 4   | 34   | 10 | 48   |
| DVD (RDVD)                      | 26  | 3038 | 36 | 3100 |
| Equipment (REQP)                | 0   | 19   | 0  | 19   |
| See librarian (RERR)            | 0   | 0    | 0  | 0    |
| Express Book (REXP)             | 0   | 33   | 0  | 33   |
| Fiction (RFIC)                  | 42  | 688  | 8  | 738  |
| Fiction New (RFICNEW)           | 16  | 330  | 14 | 360  |

|                                 |    |      |   |      |
|---------------------------------|----|------|---|------|
| Genealogy (RGENE)               | 0  | 0    | 0 | 0    |
| Genealogy Mag (RGMAG)           | 0  | 0    | 0 | 0    |
| Gen. Milroy Coll (RGMIL)        | 0  | 0    | 0 | 0    |
| Graphic Novels (RGN)            | 1  | 222  | 8 | 231  |
| Hanging Bag (RHANG)             | 0  | 0    | 1 | 1    |
| ILL (RILL)                      | 0  | 114  | 2 | 116  |
| Internet (RINTER)               | 0  | 2257 | 0 | 2257 |
| Juv. Audio book (RJAUDB)        | 3  | 24   | 0 | 27   |
| Juv. Biography (RJBIO)          | 3  | 14   | 0 | 17   |
| Juv. Book on CD (RJBKCD)        | 0  | 0    | 0 | 0    |
| Juv. Book on Tape (RJBKT)       | 0  | 0    | 0 | 0    |
| Juv. Compact Disc (RJCD)        | 0  | 21   | 0 | 21   |
| Juvenile Easy (RJE)             | 2  | 362  | 2 | 366  |
| Juv. Easy Non-fiction (RJENF)   | 0  | 25   | 0 | 25   |
| Juv. Easy Reader (RJER)         | 3  | 393  | 0 | 396  |
| Juv. Fiction (RJFIC)            | 17 | 459  | 5 | 481  |
| Juv. Magazine (RJMAG)           | 0  | 18   | 0 | 18   |
| Juv. Music Cassette (RJMC)      | 0  | 0    | 0 | 0    |
| Juv. Nonfiction (RJNF)          | 3  | 237  | 1 | 241  |
| Juv. Paperback fic (RJPBF)      | 0  | 0    | 0 | 0    |
| Juv. Professional Coll. (RJPRO) | 0  | 0    | 0 | 0    |
| Juv. Reference (RJREF)          | 0  | 6    | 0 | 6    |
| Juv. Toddler (RJTOD)            | 0  | 118  | 0 | 118  |
| Large Print Fiction (RLPF)      | 28 | 211  | 4 | 243  |
| Large Print Nonfic (RLPNF)      | 0  | 7    | 0 | 7    |
| Magazine (RMAG)                 | 3  | 369  | 0 | 372  |
| Music Cassette (RMCAS)          | 0  | 0    | 0 | 0    |
| Non-Fiction 000 (RNF000)        | 2  | 7    | 0 | 9    |
| Non-Fiction 100 (RNF100)        | 4  | 21   | 0 | 25   |
| Non-Fiction 200 (RNF200)        | 2  | 27   | 1 | 30   |
| Non-Fiction 300 (RNF300)        | 8  | 46   | 1 | 55   |
| Non-Fiction 400 (RNF400)        | 0  | 12   | 0 | 12   |
| Non-Fiction 500 (RNF500)        | 1  | 10   | 2 | 13   |
| Non-Fiction 600 (RNF600)        | 19 | 165  | 8 | 192  |
| Non-Fiction 700 (RNF700)        | 8  | 66   | 1 | 75   |
| Non-Fiction 800 (RNF800)        | 1  | 12   | 0 | 13   |
| Non-Fiction 900 (RNF900)        | 5  | 57   | 4 | 66   |
| Nonfiction Blu-Ray (RNFBFR)     | 0  | 10   | 0 | 10   |
| Nonfiction DVD (RNFDVD)         | 9  | 189  | 0 | 198  |
| Nonfiction (RNFIC)              | 0  | 1    | 0 | 1    |
| Nonfiction new (RNFNEW)         | 14 | 157  | 7 | 178  |
| Nonfiction VHS (RNFVHS)         | 0  | 0    | 0 | 0    |
| Oversize (ROVER)                | 0  | 2    | 0 | 2    |
| Professional Coll. (RPRO)       | 0  | 1    | 0 | 1    |
| Reference (REF)                 | 0  | 0    | 0 | 0    |
| Reference Business (RREFB)      | 0  | 0    | 0 | 0    |
| Ref. Magazine (RRMAG)           | 0  | 0    | 0 | 0    |
| Ready Reference (RRR)           | 0  | 0    | 0 | 0    |
| Reference Software (RRSW)       | 0  | 0    | 0 | 0    |
| Spanish Collection (RSPA)       | 0  | 7    | 0 | 7    |
| Software (RSWAR)                | 0  | 16   | 0 | 16   |
| Vertical File (RVF)             | 0  | 0    | 0 | 0    |
| VHS (RVHS)                      | 0  | 0    | 0 | 0    |
| YA Audio book (RYAUDB)          | 0  | 9    | 1 | 10   |
| YA Biography (RYAB)             | 0  | 2    | 0 | 2    |

|                                  |    |     |      |      |
|----------------------------------|----|-----|------|------|
| YA Books on CD (RYABKCD)         | 0  | 0   | 0    | 0    |
| YA Books on Tape (RYABKT)        | 0  | 0   | 0    | 0    |
| YA Fiction (RYAF)                | 11 | 157 | 10   | 178  |
| YA Music CD (RYACD)              | 0  | 32  | 0    | 32   |
| YA Nonfiction (RYANF)            | 2  | 6   | 1    | 9    |
| YA Paperback Fic (RYAPBF)        | 0  | 0   | 0    | 0    |
| Storage (RZSTO)                  | 0  | 0   | 0    | 0    |
| Award Winner JE (WAJE)           | 0  | 0   | 0    | 0    |
| Biography (WBIO)                 | 4  | 0   | 18   | 22   |
| Blu-Ray (WBR)                    | 0  | 0   | 154  | 154  |
| Books on CD (WBKCD)              | 23 | 12  | 114  | 149  |
| Books on Tape (WBKT)             | 0  | 0   | 0    | 0    |
| Compact Disc (WCD)               | 4  | 11  | 126  | 141  |
| Digital Audiobooks (WDA)         | 0  | 0   | 24   | 24   |
| DVD (WDVD)                       | 17 | 27  | 2183 | 2227 |
| Equipment (WEQP)                 | 0  | 0   | 13   | 13   |
| See librarian (WERR)             | 0  | 0   | 0    | 0    |
| Express Book (WEXP)              | 0  | 0   | 11   | 11   |
| Fiction (WFIC)                   | 42 | 40  | 390  | 472  |
| Fiction Fantasy (WFICF)          | 1  | 0   | 9    | 10   |
| Fiction Mystery (WFICM)          | 8  | 9   | 52   | 69   |
| Fiction New (WFICNEW)            | 26 | 17  | 264  | 307  |
| Fiction Science Fiction (WFICSF) | 4  | 0   | 5    | 9    |
| Fiction Western (WFICW)          | 0  | 0   | 6    | 6    |
| Genealogy (WGENE)                | 0  | 0   | 0    | 0    |
| Genealogy Mag (WGMAG)            | 0  | 0   | 0    | 0    |
| Graphic Novels (WGN)             | 2  | 1   | 44   | 47   |
| Hanging Bags (WHANG)             | 0  | 0   | 2    | 2    |
| ILL (WILL)                       | 0  | 1   | 30   | 31   |
| Internet (WINTER)                | 0  | 0   | 388  | 388  |
| Juv. Audio book (WJAUDB)         | 1  | 3   | 12   | 16   |
| Juv. Biography (WJBIO)           | 1  | 2   | 9    | 12   |
| Juv. Book on CD (WJBKCD)         | 0  | 0   | 0    | 0    |
| Juv. Book on Tape (WJBKT)        | 0  | 0   | 0    | 0    |
| Juv. Compact Disc (WJCD)         | 0  | 0   | 17   | 17   |
| Juvenile Easy (WJE)              | 5  | 12  | 372  | 389  |
| Juv. Easy Non-fiction (WJENF)    | 1  | 1   | 63   | 65   |
| Juv. Easy Reader (WJER)          | 4  | 5   | 333  | 342  |
| Juv. Fiction (WJFIC)             | 28 | 13  | 517  | 558  |
| Juv. Magazine (WJMAG)            | 0  | 0   | 22   | 22   |
| Juv. Music Cassette (WJMC)       | 0  | 0   | 0    | 0    |
| Juv. Nonfiction (WJNF)           | 3  | 27  | 222  | 252  |
| Juv. Paperback fic (WJPBF)       | 0  | 0   | 0    | 0    |
| Juv. Professional Coll. (WJPRO)  | 0  | 0   | 0    | 0    |
| Juv. Reference (WJREF)           | 0  | 0   | 1    | 1    |
| Juv. Toddler (WJTOD)             | 0  | 0   | 120  | 120  |
| Large Print Fiction (WLPF)       | 15 | 6   | 115  | 136  |
| Large Print Nonfic (WLPNF)       | 0  | 0   | 7    | 7    |
| Magazine (WMAG)                  | 74 | 2   | 312  | 388  |
| Non-Fiction 000 (WNF000)         | 0  | 0   | 3    | 3    |
| Non-Fiction 100 (WNF100)         | 1  | 1   | 6    | 8    |
| Non-Fiction 200 (WNF200)         | 1  | 1   | 10   | 12   |
| Non-Fiction 300 (WNF300)         | 4  | 3   | 14   | 21   |
| Non-Fiction 400 (WNF400)         | 0  | 0   | 2    | 2    |

|                               |       |       |      |       |
|-------------------------------|-------|-------|------|-------|
| Non-Fiction 500 (WNF500)      | 1     | 0     | 5    | 6     |
| Non-Fiction 600 (WNF600)      | 9     | 4     | 35   | 48    |
| Non-Fiction 700 (WNF700)      | 0     | 0     | 19   | 19    |
| Non-Fiction 800 (WNF800)      | 1     | 0     | 3    | 4     |
| Non-Fiction 900 (WNF900)      | 5     | 4     | 47   | 56    |
| Nonfiction Blu-Ray (WNFBR)    | 0     | 0     | 2    | 2     |
| Nonfiction DVD (WNFDVD)       | 1     | 1     | 117  | 119   |
| Nonfiction (WNFIC)            | 0     | 0     | 0    | 0     |
| Nonfiction New (WNFNEW)       | 18    | 10    | 76   | 104   |
| Nonfiction VHS (WNFVHS)       | 0     | 0     | 0    | 0     |
| Professional Coll. (WPROF)    | 0     | 0     | 0    | 0     |
| Parent Shelf Juv. Fic (WPJF)  | 0     | 0     | 0    | 0     |
| Parent Shelf Juv. NF (WPSJNF) | 0     | 0     | 0    | 0     |
| Reference (WREF)              | 0     | 0     | 0    | 0     |
| Ref. Magazine (WRMAG)         | 0     | 0     | 0    | 0     |
| Reference Software (WRSWAR)   | 0     | 0     | 0    | 0     |
| Spanish Collection (WSPA)     | 0     | 0     | 4    | 4     |
| Software (WSWAR)              | 0     | 0     | 1    | 1     |
| Vertical File (WVF)           | 0     | 0     | 1    | 1     |
| VHS (WVHS)                    | 0     | 0     | 0    | 0     |
| YA Audio book (WYAUDB)        | 0     | 0     | 1    | 1     |
| YA Biography (WYAB)           | 0     | 1     | 1    | 2     |
| YA Books on CD (WYABKCD)      | 1     | 0     | 1    | 2     |
| YA Books on Tape (WYABKT)     | 0     | 0     | 0    | 0     |
| YA Fiction (WYAF)             | 22    | 14    | 249  | 285   |
| YA Music CD (WYACD)           | 0     | 0     | 0    | 0     |
| YA Nonfiction (WYANF)         | 1     | 2     | 6    | 9     |
| YA Paperback Fic (WYAPBF)     | 0     | 0     | 0    | 0     |
| Storage (WZSTO)               | 0     | 0     | 0    | 0     |
| TOTAL                         | 10070 | 11164 | 6834 | 28068 |

**CIRCULATION BY HOLDINGS CODE**  
**July 2015**

| ITEM CODE                         | DEMOTTE | RENSSELAER | WHEATFIELD | TOTAL |
|-----------------------------------|---------|------------|------------|-------|
| Award Winner JBIO (AJBIO)         | 0       | 0          | 0          | 0     |
| Award Winner JE (AJE)             | 0       | 0          | 0          | 0     |
| Award Winner JFIC (AJFIC)         | 43      | 1          | 0          | 44    |
| Award Winner JNF (AJNF)           | 0       | 0          | 0          | 0     |
| Award Winner JPFIC (AJPF)         | 0       | 0          | 0          | 0     |
| Award Winning fiction (AWFIC)     | 0       | 0          | 0          | 0     |
| Award Winning non-fiction (AWNFI) | 0       | 0          | 0          | 0     |
| Award Winner YAFIC (AYAF)         | 0       | 0          | 0          | 0     |
| Award Winner YAPFIC (YAYPBF)      | 0       | 0          | 0          | 0     |
| Biography (BIO)                   | 29      | 32         | 28         | 89    |
| Blu-Ray (BR)                      | 191     | 277        | 158        | 626   |
| Books on CD (BKCD)                | 219     | 137        | 125        | 481   |
| Books on Tape (BKT)               | 0       | 0          | 0          | 0     |
| Compact Disc (CD)                 | 154     | 307        | 135        | 596   |
| Digital Audiobooks (DA)           | 36      | 34         | 35         | 105   |
| DVD (DVD)                         | 1762    | 3100       | 2244       | 7106  |
| Equipment (EQP)                   | 73      | 19         | 13         | 105   |
| See librarian (ERR)               | 0       | 0          | 0          | 0     |

|                                 |     |      |     |      |
|---------------------------------|-----|------|-----|------|
| Express Book (EXP)              | 31  | 33   | 11  | 75   |
| Fiction (FIC)                   | 789 | 765  | 413 | 1967 |
| Fiction Fantasy (FICF)          | 30  | 0    | 9   | 39   |
| Fiction Mystery (FICM)          | 103 | 14   | 56  | 173  |
| Fiction New (FICNEW)            | 450 | 360  | 295 | 1105 |
| Fiction Science Fiction (FICSF) | 24  | 1    | 5   | 30   |
| Fiction Western (FICW)          | 12  | 0    | 6   | 18   |
| Genealogy (GENE)                | 0   | 0    | 0   | 0    |
| Genealogy Mag (GMAG)            | 0   | 0    | 0   | 0    |
| Gen. Milroy Coll (GMIL)         | 0   | 0    | 0   | 0    |
| Graphic Novels (GN)             | 194 | 223  | 55  | 472  |
| Hanging Bags (HANG)             | 20  | 1    | 3   | 24   |
| ILL (ILL)                       | 45  | 116  | 32  | 193  |
| Internet (INTR)                 | 936 | 2257 | 388 | 3581 |
| Juv. Audio book (JAUDB)         | 14  | 27   | 13  | 54   |
| Juv. Biography (JBIO)           | 55  | 17   | 9   | 81   |
| Juv. Book on CD (JBOD)          | 0   | 0    | 0   | 0    |
| Juv. Book on Tape (JBKT)        | 0   | 0    | 0   | 0    |
| Juv. Compact Disc (JCD)         | 24  | 21   | 17  | 62   |
| Juvenile Easy (JE)              | 656 | 381  | 376 | 1413 |
| Juv. Easy Non-Fiction (JENF)    | 87  | 30   | 63  | 180  |
| Juv. Easy Reader (JER)          | 669 | 399  | 334 | 1402 |
| Juv. Fiction (JFIC)             | 730 | 488  | 531 | 1749 |
| Juv. Holiday (JHOL)             | 23  | 0    | 0   | 23   |
| Juv. Magazine (JMAG)            | 50  | 18   | 23  | 91   |
| Juv. Music Cassette (JMC)       | 0   | 0    | 0   | 0    |
| Juv. Nonfiction (JNF)           | 361 | 290  | 227 | 878  |
| Juv. Nonfic Text Bk (JNFT)      | 0   | 0    | 0   | 0    |
| Juv. Paperback fic (JPBF)       | 0   | 0    | 0   | 0    |
| Juv. Professional Coll. (JPRO)  | 0   | 0    | 0   | 0    |
| Juv. Reference (JREF)           | 6   | 6    | 1   | 13   |
| Juv. Toddler (JTOD)             | 125 | 118  | 120 | 363  |
| Large Print Fiction (LPF)       | 287 | 224  | 121 | 632  |
| Large Print Nonfic (LPNF)       | 12  | 7    | 7   | 26   |
| Magazine (MAG)                  | 781 | 371  | 320 | 1472 |
| Music Cassette (MCAS)           | 0   | 0    | 0   | 0    |
| Non-Fiction 000 (NF000)         | 12  | 7    | 3   | 22   |
| Non-Fiction 100 (NF100)         | 21  | 22   | 6   | 49   |
| Non-Fiction 200 (NF200)         | 30  | 32   | 11  | 73   |
| Non-Fiction 300 (NF300)         | 67  | 49   | 15  | 131  |
| Non-Fiction 400 (NF400)         | 10  | 14   | 2   | 26   |
| Non-Fiction 500 (NF500)         | 25  | 11   | 7   | 43   |
| Non-Fiction 600 (NF600)         | 169 | 181  | 49  | 399  |
| Non-Fiction 700 (NF700)         | 59  | 70   | 20  | 149  |
| Non-Fiction 800 (NF800)         | 12  | 12   | 4   | 28   |
| Non-Fiction 900 (NF900)         | 74  | 63   | 55  | 192  |
| Non-Fiction Blu-Ray (NFBR)      | 0   | 0    | 0   | 0    |
| Non-Fiction DVD (NFDVD)         | 99  | 198  | 117 | 414  |
| Nonfiction (NFIC)               | 0   | 1    | 0   | 1    |
| Nonfiction New (NFNEW)          | 129 | 173  | 89  | 391  |
| Nonfiction VHS (NFVH)           | 0   | 0    | 0   | 0    |
| Oversize (OVER)                 | 2   | 2    | 0   | 4    |
| Professional Coll. (PROF)       | 0   | 1    | 0   | 1    |
| Parent Shelf Juv. Fic (PJF)     | 0   | 0    | 0   | 0    |
| Parent Shelf Juv. NF (PSJNF)    | 9   | 0    | 0   | 9    |

|                            |              |              |             |              |
|----------------------------|--------------|--------------|-------------|--------------|
| Reference (REF)            | 56           | 113          | 36          | 205          |
| Reference Business (REFB)  | 0            | 0            | 0           | 0            |
| Ref. Magazine (RMAG)       | 0            | 0            | 0           | 0            |
| Ready Reference (RRR)      | 0            | 0            | 0           | 0            |
| Reference Software (RSWAR) | 0            | 0            | 0           | 0            |
| Spanish Collection (SPA)   | 8            | 7            | 4           | 19           |
| Software (SWAR)            | 8            | 16           | 1           | 25           |
| Vertical File (VF)         | 0            | 0            | 3           | 3            |
| VHS                        | 0            | 0            | 0           | 0            |
| YA Audio book (YAUDB)      | 13           | 10           | 2           | 25           |
| YA Biography (YAB)         | 7            | 3            | 1           | 11           |
| YA Books on CD (YABKCD)    | 1            | 0            | 1           | 2            |
| YA Books on Tape (YABKT)   | 0            | 0            | 0           | 0            |
| YA Fiction (YAF)           | 252          | 177          | 265         | 694          |
| YA Music CD (YACD)         | 0            | 32           | 0           | 32           |
| YA Nonfiction (YANF)       | 24           | 9            | 8           | 41           |
| YA Paperback Fic (YAPBF)   | 0            | 0            | 0           | 0            |
| Storage (ZSTO)             | 18           | 0            | 0           | 18           |
|                            |              |              |             | 0            |
| Free reads                 | 775          | 312          | 72          | 1159         |
| Games/Puzzles              | 31           | 60           | 0           | 91           |
| Talking books              | 0            | 0            | 0           | 0            |
| Assignment Shelf Books     | 0            | 0            | 0           | 0            |
| <b>TOTAL</b>               | <b>10932</b> | <b>11649</b> | <b>6944</b> | <b>29525</b> |

|                                      | <b>DeMotte</b> | <b>Rensselaer</b> | <b>Wheatfield</b> |              |
|--------------------------------------|----------------|-------------------|-------------------|--------------|
| <b>ADULT BOOKS</b>                   |                |                   |                   |              |
| Fiction                              | 2519           | 1709              | 988               | 5216         |
| Nonfiction                           | 760            | 913               | 368               | 2041         |
| <b>CHILDREN'S BOOKS</b>              |                |                   |                   |              |
| Fiction                              | 2223           | 1387              | 1361              | 4971         |
| Nonfiction                           | 541            | 343               | 300               | 1184         |
| <b>YA BOOKS</b>                      |                |                   |                   |              |
| Fiction                              | 446            | 400               | 320               | 1166         |
| Nonfiction                           | 31             | 12                | 9                 | 52           |
| Magazines, Adult                     | 781            | 371               | 320               | 1472         |
| Magazines, Children                  | 50             | 18                | 23                | 91           |
| Sound Recordings, adult              | 423            | 488               | 298               | 1209         |
| Sound Recordings, ch                 | 58             | 81                | 33                | 172          |
| Online databases                     | 0              | 0                 | 0                 | 0            |
| Software                             | 8              | 16                | 1                 | 25           |
| Vertical file                        | 0              | 0                 | 3                 | 3            |
| VHS/DVD/Blu-Ray                      | 2052           | 3575              | 2519              | 8146         |
| Equipment                            | 73             | 19                | 13                | 105          |
| <b>Total</b>                         | <b>9965</b>    | <b>9332</b>       | <b>6556</b>       | <b>25853</b> |
| <b>A-V Circulation</b>               | <b>2541</b>    | <b>4160</b>       | <b>2851</b>       | <b>9552</b>  |
| <b>A-V Circulation as % of total</b> | <b>25.5%</b>   | <b>44.6%</b>      | <b>43.5%</b>      | <b>36.9%</b> |



**July 2015**

|                       | DEMOTTE        |                   |             | RENSSELAER     |                   |             | WHEATFIELD     |                   |             | SYSTEM         |
|-----------------------|----------------|-------------------|-------------|----------------|-------------------|-------------|----------------|-------------------|-------------|----------------|
|                       | Added<br>Vols. | Withdrew<br>Vols. | Circulation | Added<br>Vols. | Withdrew<br>Vols. | Circulation | Added<br>Vols. | Withdrew<br>Vols. | Circulation | Total<br>Circ. |
|                       |                |                   |             |                |                   |             |                |                   |             |                |
| <b>ADULT BOOKS</b>    |                |                   |             |                |                   |             |                |                   |             |                |
| Fiction               | 105            | 2                 | 2,519       | 50             | 3                 | 1,709       | 74             | 2                 | 988         | 5,216          |
| Nonfiction            | 73             | 6                 | 760         | 107            | 53                | 913         | 124            | 39                | 368         | 2,041          |
| <b>CHILDREN'S BKS</b> |                |                   |             |                |                   |             |                |                   |             |                |
| Fiction               | 52             | 1                 | 2,223       | 87             | 30                | 1,387       | 69             | 3                 | 1,361       | 4,971          |
| Nonfiction            | 106            | 34                | 541         | 132            | 0                 | 343         | 50             | 0                 | 300         | 1,184          |
| <b>YA BOOKS</b>       |                |                   |             |                |                   |             |                |                   |             |                |
| Fiction               | 19             | 2                 | 446         | 21             | 41                | 400         | 15             | 0                 | 320         | 1,166          |
| Nonfiction            | 3              | 0                 | 31          | 2              | 22                | 12          | 1              | 0                 | 9           | 52             |
| Magazines,Adult       |                |                   | 781         |                |                   | 371         |                |                   | 320         | 1,472          |
| Magazines, Child      |                |                   | 50          |                |                   | 18          |                |                   | 23          | 91             |
| Games, Toys           |                |                   |             |                |                   |             |                |                   |             | 0              |
| Sound Rec/Adult       | 26             | 0                 | 423         | 11             | 0                 | 488         | 15             | 0                 | 298         | 1,209          |
| Sound Rec/Child       | 3              | 0                 | 58          | 10             | 2                 | 81          | 1              | 0                 | 33          | 172            |
| Online Databases      | 0              | 0                 | 0           | 0              | 0                 | 0           | 0              | 0                 | 0           | 0              |
| Software              | 0              | 0                 | 8           | 0              | 1                 | 16          | 0              | 0                 | 1           | 25             |
| Vertical Files        | 0              | 0                 | 0           | 0              | 0                 | 0           | 0              | 0                 | 3           | 3              |
| VHS/DVD/BluRay        | 100            | 3                 | 2,052       | 128            | 6                 | 3,575       | 51             | 0                 | 2,519       | 8,146          |
| Equipment             |                |                   | 73          |                |                   | 19          |                |                   | 13          | 105            |
| TOTAL                 | 487            | 48                | 9,965       | 548            | 158               | 9,332       | 400            | 44                | 6,556       | 25,853         |

| END OF MONTH:                 | DEMOTTE | RENSSELAER | WHEATFIELD |
|-------------------------------|---------|------------|------------|
| Total Materials Owned         | 77,308  | 74,581     | 57,214     |
| Circulation Increase/Decrease | -6.9%   | -12.2%     | 7.5%       |

| MONTHLY SYSTEM STATISTICS   | 2014    | 2015    | % change |
|-----------------------------|---------|---------|----------|
| Current month's Circulation | 27,434  | 25,853  | -5.8%    |
| Jan. to date circulation    | 164,333 | 169,357 | 3.1%     |

| DEMOTTE COLLECTION    |              | RENSSELAER COLLECTION |              | WHEATFIELD COLLECTION |                       |
|-----------------------|--------------|-----------------------|--------------|-----------------------|-----------------------|
| Start of Month        | End of Month | Start of Month        | End of Month | Start of Month        | End of Month          |
| Volumes               | Volumes      | Volumes               | Volumes      | Volumes               | Volumes               |
|                       |              |                       |              |                       |                       |
| <b>ADULT BOOKS</b>    |              |                       |              |                       |                       |
| 20,472                | 20,575       | 14,487                | 14,534       | 15,755                | 15,827 Fiction        |
| 20,673                | 20,740       | 20,980                | 21,034       | 10,149                | 10,234 Nonfiction     |
| <b>CHILDREN'S BKS</b> |              |                       |              |                       |                       |
| 15,062                | 15,113       | 13,540                | 13,597       | 11,792                | 11,858 Fiction        |
| 8,669                 | 8,741        | 6,842                 | 6,974        | 6,115                 | 6,165 Nonfiction      |
| <b>YA BOOKS</b>       |              |                       |              |                       |                       |
| 2,459                 | 2,476        | 3,180                 | 3,160        | 2,791                 | 2,806 Fiction         |
| 607                   | 610          | 733                   | 713          | 150                   | 151 Nonfiction        |
|                       |              |                       |              |                       | 0 Magazines,Adult     |
|                       |              |                       |              |                       | 0 Magazines, Child    |
| 0                     | 0            | 20                    | 20           | 0                     | 0 Games, Toys         |
| 3,646                 | 3,672        | 4,305                 | 4,316        | 4,267                 | 4,282 Sound Rec/Adult |
| 601                   | 604          | 626                   | 634          | 887                   | 888 Sound Rec/Child   |
| 18                    | 18           | 29                    | 29           | 7                     | 7 Online Databases    |
| 211                   | 211          | 308                   | 307          | -11                   | -11 Software          |
| -60                   | -60          |                       |              | 4                     | 4 Vertical Files      |
| 4,393                 | 4,490        | 8,999                 | 9,121        | 4,895                 | 4,946 VHS/DVD/Blu-ray |
| 118                   | 118          | 142                   | 142          | 57                    | 57 Equipment          |
| 76,869                | 77,308       | 74,191                | 74,581       | 56,858                | 57,214 TOTAL          |
|                       |              |                       |              |                       |                       |

# JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

July 2015

|                                    | DeMotte |      | Rensselaer |      | Wheatfield |      | TOTAL | HOURS<br>SPENT |
|------------------------------------|---------|------|------------|------|------------|------|-------|----------------|
|                                    |         | Hrs. |            | Hrs. |            | Hrs. |       |                |
| INTRALIBRARY LOANS FILLED          | 176     | 38   | 240        | 52   | 301        | 65   | 717   | 155            |
| LOCAL HISTORY                      |         |      |            |      |            |      |       |                |
| In person                          | 1       | 0    | 7          | 2    | 0          | 0    | 8     | 2              |
| Letters written                    | 5       | 5    | 3          | 3    | 0          | 0    | 8     | 8              |
| IN-HOUSE USE - HARDWARE/SOFTWARE   |         |      |            |      |            |      |       |                |
| Internet use-Wired                 | 936     | 39   | 2257       | 94   | 388        | 16   | 3581  | 149            |
| Internet use-Wireless              | 2232    |      | 3131       |      | 806        |      | 6169  |                |
| Computer software used             | 112     | 9    | 266        | 22   | 70         | 6    | 448   | 37             |
| VCR Use                            | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0              |
| Microforms                         | 6       | 1    | 15         | 2    | 0          | 0    | 21    | 3              |
| CD ROM/Online databases            | 146     | 12   | 253        | 21   | 137        | 11   | 536   | 45             |
| Typewriter use                     | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0              |
| Other equipment used               | 5       | 2    | 2          | 1    | 0          | 0    | 7     | 2              |
| OTHER LIBRARY SERVICES USED        |         |      |            |      |            |      |       |                |
| One-on-One Instruction             | 0       |      | 13         |      | 0          |      | 13    |                |
| Outreach activities                | 74      | 74   | 21         | 14   | 0          | 0    | 95    | 63             |
| Notarized documents                | 6       | 2    | 7          | 2    | 6          | 2    | 19    | 5              |
| Meeting Room Use (no. of group     | 27      | 9    | 49         | 16   | 34         | 11   | 110   | 37             |
| Study room use                     | 17      | 1    | 58         | 5    | 29         | 2    | 104   | 9              |
| Proctoring                         | 3       | 2    | 0          | 0    | 0          | 0    | 3     | 2              |
| Tax Forms distributed              | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0              |
| Pull Requests                      | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0              |
| E-books downloaded                 |         |      |            |      |            |      | 1238  |                |
| IN-HOUSE USE ITEMS                 | 94      |      | 93         |      | 137        |      | 324   |                |
| SELF-CHECKOUT USE                  | 331     |      | 474        |      | 395        |      | 1200  |                |
| INTERLIBRARY LOANS                 |         |      |            |      |            |      |       |                |
| Requests made for:                 | 65      | 16   | 145        | 36   | 44         | 11   | 254   | 64             |
| Items rec'd for:                   | 56      | 28   | 113        | 57   | 34         | 17   | 203   | 102            |
| Items requested by other libraries | 0       |      | 0          |      | 0          |      | 0     |                |
| Items supplied to other libraries  | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0              |

## REGISTRATIONS

|                             |      |      |      |       |
|-----------------------------|------|------|------|-------|
| Total Borrowers             | 8200 | 8525 | 5032 | 21757 |
| Non-resident, paying        | 1    | 0    | 0    | 1     |
| PLAC card users             | 0    | 3    | 1    | 4     |
| Reciprocal borrowers        | 333  | 527  | 137  | 997   |
| Number of New Patrons Added | 42   | 44   | 22   |       |

## PROGRAMS

| DeMotte | Rensselaer | Wheatfield | TOTAL | HOURS<br>SPENT |
|---------|------------|------------|-------|----------------|
| Hrs.    | Hrs.       | Hrs.       |       |                |

|                                            |            |            |            |           |            |            |             |            |
|--------------------------------------------|------------|------------|------------|-----------|------------|------------|-------------|------------|
| <b>Programs for all ages</b>               | 0          | 0          | 1          | 6         | 3          | 18         | 4           | 24         |
| <b>Children's Programs (0-13)</b>          | 11         | 66         | 6          | 36        | 8          | 48         | 25          | 150        |
| <b>Number attending</b>                    | 291        |            | 251        |           | 165        |            | 707         |            |
| <b>YA Programs (14-17)</b>                 | 5          | 30         | 2          | 12        | 6          | 36         | 13          | 78         |
| <b>Number attending</b>                    | 56         |            | 21         |           | 89         |            | 166         |            |
| <b>Adult Programs</b>                      | 3          | 18         | 4          | 24        | 1          | 6          | 8           | 48         |
| <b>Number attending</b>                    | 169        |            | 136        |           | 21         |            | 326         |            |
| <b>Senior Citizen Programs</b>             | 12         | 72         | 3          | 18        | 4          | 24         | 19          | 114        |
| <b>Number attending</b>                    | 90         |            | 16         |           | 24         |            | 130         |            |
| <b>Total Number of Programs</b>            | <b>31</b>  | <b>186</b> | <b>16</b>  | <b>96</b> | <b>22</b>  | <b>132</b> | <b>69</b>   | <b>414</b> |
| <b>Total Persons Attending</b>             | <b>606</b> |            | <b>424</b> |           | <b>299</b> |            | <b>1329</b> |            |
| <b>Total Attending Same Month Last Yr.</b> | 804        |            | 725        |           | 558        |            | 2087        |            |
| <b>Total Staff Hours Spent</b>             |            | 424        |            | 423       |            | 274        | 1121        | 1096       |
| <b>Total Number of In-House Program</b>    | <b>23</b>  |            | <b>13</b>  |           | <b>21</b>  |            | <b>57</b>   |            |
| <b>Total Attendance</b>                    | <b>545</b> |            | <b>343</b> |           | <b>286</b> |            | <b>1174</b> |            |
| <b>Total Number of Outreach Program</b>    | <b>8</b>   |            | <b>3</b>   |           | <b>1</b>   |            | <b>12</b>   |            |
| <b>Total Attendance</b>                    | <b>61</b>  |            | <b>81</b>  |           | <b>13</b>  |            | <b>155</b>  |            |

### CIRCULATION BY PATRON CODE

| PATRONS                                | DeMotte         |               | Rensselaer      |               | Wheatfield      |               | ALL LIBRARIES   |               |
|----------------------------------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|
|                                        | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total |
| Adult                                  | 7120            | 71.6%         | 6348            | 68.4%         | 4324            | 66.3%         | 17792           | 69.1%         |
| Corporate                              | 4               | 0.0%          | 58              | 0.6%          | 0               | 0.0%          | 62              | 0.2%          |
| Juvenile 0-11                          | 113             | 1.1%          | 92              | 1.0%          | 59              | 0.9%          | 264             | 1.0%          |
| Juvenile-AV                            | 1254            | 12.6%         | 1268            | 13.7%         | 1034            | 15.9%         | 3556            | 13.8%         |
| Nonresident No Fee                     | 0               | 0.0%          | 0               | 0.0%          | 16              | 0.2%          | 16              | 0.1%          |
| Nonresident Fee                        | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| PLAC (state library card)              | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| Reciprocal Adult                       | 154             | 1.5%          | 286             | 3.1%          | 104             | 1.6%          | 544             | 2.1%          |
| Reciprocal Juvenile                    | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| Reciprocal Juvenile AV                 | 16              | 0.2%          | 6               | 0.1%          | 6               | 0.1%          | 28              | 0.1%          |
| Reciprocal YA                          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| Reciprocal YA AV                       | 0               | 0.0%          | 6               | 0.1%          | 0               | 0.0%          | 6               | 0.0%          |
| School                                 | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| School AV                              | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| St. Joseph College                     | 0               | 0.0%          | 48              | 0.5%          | 0               | 0.0%          | 48              | 0.2%          |
| Staff                                  | 624             | 6.3%          | 624             | 6.7%          | 532             | 8.2%          | 1780            | 6.9%          |
| Walking books                          | 122             | 1.2%          | 111             | 1.2%          | 0               | 0.0%          | 233             | 0.9%          |
| YA 12-17                               | 35              | 0.4%          | 32              | 0.3%          | 6               | 0.1%          | 73              | 5.2%          |
| YA-AV                                  | 498             | 5.0%          | 400             | 4.3%          | 437             | 6.7%          | 1335            | 5.2%          |
| <b>Total</b>                           | <b>9940</b>     |               | <b>9279</b>     |               | <b>6518</b>     |               | <b>25737</b>    |               |
| <br>All items borrowed by nonresidents | <br>170         | <br>1.7%      | <br>346         | <br>3.7%      | <br>126         | <br>1.9%      | <br>642         | <br>2.5%      |

**Salary Ordinance 2015  
Updated 8/10/15**

| Name          | Classification | Hrly Wage | Start Date | Hrs Worked | Library |
|---------------|----------------|-----------|------------|------------|---------|
| Crystal Heuft | Page           | \$7.25    | 7/27/15    | 9          | W       |

We have hired Crystal Heuft as Wheatfield Page, replacing Kate Wrezinski who no longer works for the library.

We have examined and approved the changes to the 2015 Jasper County Public Library Salary Ordinance. Dated 8/10/15.

Dwight L. Harper  
Jody Metts  
Natalie A. Webling  
Deanna K. George

Timothy M. Schultz  
 \_\_\_\_\_  
 \_\_\_\_\_

## Director's Report July 2015

### Consent Agenda

You will be approving the minutes of the July Board meeting, bills, and financial reports.

Policies for Review: Three policies are up for review in August: Art Exhibit/Display Case Use, Bulletin Board Policy, and Photography, Videotaping, and Other Recording Devices Policy. No revisions are recommended.

### General Business:

Oath of Office – Jody Melton: Jody has been reappointed to our board by the Presidents of the KV and West Central School Boards for another four year term. He will take his oath of office at the August meeting.

Resolution to Continue in the Public Library Internet Consortium: In 2005 you agreed to sign a commitment to join the Public Library Internet Consortium. **This year you need to resolve to continue as a member of the Public Library Internet Consortium.** We are required to conduct this business annually. As a member of the Public Library Internet Consortium we receive the e-rate discount portion of the consortium Internet cost. **A board vote is required.**

General Milroy Artifacts: Last year the Board gave permission for two artifacts, the Milroy Valentine and the Battle of the Cedars Map, to be hand delivered to the Indiana State Library for restoration. In May I reported to you that we have received both back from the State Library. Our map has been encapsulated, dehumidified, and pressed, and our valentine underwent preservation. They removed two layers of backing and adhesive that were causing deterioration and burning of the paper. In their final report to us the State Library offered suggestions for framing and display, and we are now ready to move forward with this last portion of the project. Framing will allow us to better store and display these items so that current and future historians may see them. The State Library has recommended Susie Gibbs Framing and Art Gallery in Lafayette, Indiana. Susie has experience in our area with archival quality standards in framing. In order to proceed we would need to take these items to the gallery in Lafayette so that Susie can see them, offer suggestions, and provide a quote for framing. Monies have been budgeted for this project. **Board approval is needed to take these items off site for framing.**

### Director's Report:

Unfortunately, one of the air conditioning compressors that we installed new in July of 2013 has gone bad at DeMotte Library. The library experienced

intermittent cooling for several days in July and then eventually lost all cooling on July 23. We did close the library for half a day as technicians worked to get our air back on. We have two compressors at DeMotte Library, and it is the lead compressor which is no longer functioning. Precision set our system to receive air from our second compressor which typically only runs when the lead compressor needs extra cooling power. The second compressor has been able to singlehandedly cool the building since our outside temperatures have been cooler than is typical for this time of year, but solely relying upon the second compressor cannot be a long term solution as it would not have the ability to adequately cool us down on really hot days. Precision has advised that the warranty for the lead compressor has expired (it was only a one-year warranty) and that the manufacturer has offered no help in the matter. We have been advised that a new compressor is needed. We are still processing the information that we have received and asking questions. I will update you at our August meeting.

We closed on the DeMotte house on July 17. Insurance is in place, and lawn care has been established. The water, gas, and electric services have been switched to our name. We have initiated the process to turn gas and electric service off and to pay the base fee for water at this time. Trash service has been turned off, and we will pay the base fee for sewage for now. Jim Staton still has the keys to the house although we do have access to it. He has a collection of paint cans in the garage that he wishes to dispose of so that we do not have to, so I have agreed to his retaining the keys for now. He was most gracious to allow us final payment for the house in January so I am happy to work with him on key collection.

We have ordered our Digital Access Cards and are happy to report that the cost of the cards is being covered by a local sponsor, Rensselaer Rotary Club. I have been in touch with both KV and Rensselaer Schools about this new service and am waiting to hear how many cards we will need to distribute in September. We are very excited to offer this new service.

Rayann and I have reviewed new legislation that went into effect in July and have shared pertinent information with staff. New legislation affected public official surety bonds; accounting software; the definition of public officer and the removal of public officers convicted of a felony; protective orders and employment; daily deposits; preservation of public records; public works; and internal controls to name a few.

### **System Administrator News**

Sheila viewed two webinars in July, Adobe Creative Cloud and Navigating Payment Processing for Nonprofits. She reports that TLC moved our servers to an AT&T hosting facility the first weekend of August. All went smoothly and we were up and running by Sunday evening. Sheila worked with Becky to create an



Excel file template that will be used to upload DAC data into our automated system. Thirteen Service Requests were opened and twelve were closed.

### **Technical Services News**

Becky reports that she “attended meetings regarding Digital Library Cards. She worked with Sheila to determine what TLC would need to have to create records in our database. She created Excel spreadsheets in preparation for the importation of card numbers from the printer and began inventory of the Rensselaer Adult Biography collection. Technical Services staff continued to catalog and process materials this month.”

### **DeMotte Library News**

Debbie reports, “...the families of our homebound patrons thank the library for this special service <Walking Books>. They appreciate their loved-ones getting care and items from the library. The weekly book club at Oak Grove read their story outside because of the beautiful weather, and it was enjoyed by all. Our oil painting class painted a scene of an ocean and lighthouse, and the class works on different painting techniques during the class as well. Karla designed thank you cards for our performers for the summer reading programs. The cards were signed by all the children participating in the program. The cards were then mailed to the performers. I had one performer comment, “My thank you note is so ‘super’ I have it hanging in my office for everyone to see”. Karla also designed and created “Super Hero” shields with pictures of each summer reading program. Our shields are proudly displayed in the lobby for all to see and enjoy. Many parents and children stop and find “their” picture.” Rachel offered a story time at the fair and promoted upcoming programs.

### **Rensselaer Library News**

Linda reports that Nancy presented a story time at the fair and both Janice and Nancy provided activities for Children’s Night at the Farmer’s Market in July. Summer Reading for children ended in July with the adult programming continuing into August. Janice reports, “Summer Reading was a wonderful and successful event. We had 348 children sign up. We had 200 children participate for at least the first week and we had 116 children collect all the prizes and complete the program. The special shows were a huge success and the parents and children enjoyed our special entertainment. Our Super Building Day was a lot of fun with parents and children building Gotham City from boxes we saved. The teen volunteers were terrific and made all the programs run smoothly. The staff was amazingly helpful and made the program a huge success.”

**Wheatfield Library News**

Evie reports, "July continued to be busy with Summer Reading for both children and adults. The kids and teens finished the last 2 weeks of their program, including parties and prizes the last week. The weekly adult drawings concluded, and a variety of programs were offered throughout the month, including a computer class, a recipe exchange, book discussion roundtable, and morning movie. We also offered family movies on Thursday nights throughout the entire month and a 4-week toddler time session. Rachael attended the Jasper County Fair to do a story time session there, and a pizza party was held for all of our awesome Summer Reading volunteers!"

***Please contact me if you are unable to attend the August Board meeting or if you have any questions about materials in your packet.-Patty***

**COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR  
PUBLIC LIBRARY INTERNET ACCESS for  
FUNDING YEAR JULY 1, 2016 THROUGH JUNE 30, 2017**

WHEREAS, the board of the Jasper County Public Library has determined that it is beneficial to its operations to join the Indiana State Library Consortium for Public Library Internet Access; and

WHEREAS, the board recognizes that being part of the Indiana State Library Consortium for Public Library Internet Access requires following certain rules, including:

1. Filtering all computers in order to receive the e-Rate discount on vendor invoices (If the library chooses not to filter, they can be in the consortium and not receive e-rate discount, but may be eligible for reimbursement from State Technology Grant Fund.);
2. ensuring that the total cost of non e-rate services is included in at least one fund budget;
3. assuming financial responsibility for non-eRate portion that may not be covered by the State Technology Grant Fund;
4. working with AdTec in the filing of all forms, except Form 470, with the Universal Service Administrative Company Schools & Libraries Division; and

WHEREAS, the board acknowledges that by joining the Indiana State Library Consortium for Public Library Internet Access it receives certain benefits and that by opting out of the consortium, or by failing to abide by the Consortium rules, the library will lose the benefits.

NOW THEREFORE BE IT RESOLVED that the library shall be a member of the Indiana State Library Consortium for Public Library Internet Access and, as a member, the library shall abide by the rules of the Indiana State Library Consortium for Public Library Internet Access.

DULY ADOPTED by the Board of Trustees of the Jasper County Public Library at its regular meeting held on the 10th day of August, 2015, at which meeting a quorum was present.

NAY

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ATTEST

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Secretary

## JCPL FINANCIAL STATEMENT

July 31, 2015

|                                         | <u>Beginning<br/>2015<br/>Balance</u> | <u>Current<br/>Month<br/>Disbursements</u> | <u>Y-T-D<br/>Disbursements</u> | <u>Current<br/>Month<br/>Receipts</u> | <u>Y-T-D<br/>Receipts</u> | <u>Ending<br/>Balance</u> |
|-----------------------------------------|---------------------------------------|--------------------------------------------|--------------------------------|---------------------------------------|---------------------------|---------------------------|
| Operating Fund                          | \$623,237.03                          | \$269,910.72                               | \$1,313,307.03                 | \$80,196.96                           | \$1,265,616.49            | \$575,546.49              |
| Public Library Access Card Fund         | \$50.00                               | \$0.00                                     | \$50.00                        | \$0.00                                | \$0.00                    | \$0.00                    |
| Gift Fund                               | \$9,969.20                            | \$732.82                                   | \$7,800.94                     | \$2,121.65                            | \$10,933.22               | \$13,101.48               |
| DeMotte                                 | \$2,381.86                            | \$187.38                                   | \$2,550.88                     | \$960.00                              | \$4,442.36                | \$4,273.34                |
| Rensselaer                              | \$5,613.14                            | \$409.52                                   | \$3,397.11                     | \$1,000.00                            | \$3,876.45                | \$6,092.48                |
| Wheatfield                              | \$1,974.20                            | \$135.92                                   | \$1,852.95                     | \$161.65                              | \$2,614.41                | \$2,735.66                |
| Library Improvement Reserve Fund        | \$199,707.47                          | \$15,192.00                                | \$25,192.00                    | \$15.54                               | \$113.28                  | \$174,628.75              |
| Bond & Interest Redemption Fund         | \$175,352.75                          | \$0.00                                     | \$327,007.50                   | \$0.00                                | \$172,702.65              | \$21,047.90               |
| Rainy Day Fund                          | \$308,914.76                          | \$0.00                                     | \$0.00                         | \$2,098.45                            | \$2,098.45                | \$311,013.21              |
| Includes Investments of: \$275,000.00   |                                       |                                            |                                |                                       |                           |                           |
| State Technology Fund Grant Fund        | \$0.00                                | \$1,621.50                                 | \$9,177.95                     | \$0.00                                | \$9,733.00                | \$555.05                  |
| Capital Projects Fund                   | \$1,269,492.71                        | \$0.00                                     | \$0.00                         | \$5,598.10                            | \$5,620.17                | \$1,275,112.88            |
| Includes Investments of: \$1,225,000.00 |                                       |                                            |                                |                                       |                           |                           |
| Host/Hospitality Fund                   | \$0.00                                | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$0.00                    |
| Levy Excess Fund                        | \$8,497.60                            | \$0.00                                     | \$8,399.00                     | \$0.00                                | \$0.00                    | \$98.60                   |
| Sales Tax                               | \$127.05                              | \$0.00                                     | \$128.00                       | \$4.18                                | \$101.73                  | \$100.78                  |
| Construction Fund                       | \$0.00                                | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$0.00                    |
| Petty Cash Funds                        | \$120.00                              | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$120.00                  |
| Cash Change Fund                        | \$150.00                              | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$150.00                  |
| Insurance Refund Fund                   | \$0.00                                | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$0.00                    |
| Insurance Settlement Fund               | \$12,301.81                           | \$0.00                                     | \$5,180.83                     | \$0.00                                | \$7,465.94                | \$14,586.92               |
| Payroll Withholding Accts.              |                                       |                                            |                                |                                       |                           |                           |
| FIT Tax Collected                       | \$0.00                                | \$7,957.23                                 | \$53,670.05                    | \$7,957.23                            | \$53,670.05               | \$0.00                    |
| FICA Tax Collected                      | \$0.00                                | \$7,517.17                                 | \$50,811.25                    | \$7,517.17                            | \$50,811.25               | \$0.00                    |
| State Tax Collected                     | \$3,176.93                            | \$3,505.44                                 | \$23,509.96                    | \$3,570.80                            | \$23,903.78               | \$3,570.75                |
| County Tax Collected                    | \$2,485.61                            | \$2,730.56                                 | \$18,532.76                    | \$2,789.57                            | \$18,836.77               | \$2,789.62                |
| Deferred Comp.                          | \$0.00                                | \$2,010.00                                 | \$13,590.00                    | \$2,010.00                            | \$13,590.00               | \$0.00                    |
| #125 Pre-tax Plan                       | \$5.76                                | \$3,161.53                                 | \$21,261.61                    | \$3,162.24                            | \$21,258.09               | \$2.24                    |
| Employee Life Insur.                    | \$0.72                                | \$217.92                                   | \$1,532.16                     | \$217.92                              | \$1,531.44                | \$0.00                    |
| Employee INPRS                          | \$0.00                                | \$2,990.31                                 | \$20,556.90                    | \$3,033.58                            | \$20,556.90               | \$0.00                    |
| Garnishments                            | \$0.00                                | \$0.00                                     | \$108.00                       | \$0.00                                | \$108.00                  | \$0.00                    |
| Credit Union                            | \$0.00                                | \$0.00                                     | \$43.28                        | \$0.00                                | \$43.28                   | \$0.00                    |
| EIC                                     | \$0.00                                | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$0.00                    |
| TOTAL ALL FUNDS.....                    | \$2,613,589.40                        | \$317,547.20                               | \$1,899,859.22                 | \$120,293.39                          | \$1,678,694.49            | \$2,392,424.67            |

**Bank Balances****Jasper County Public Library***Report as of: 7/31/15*

| <i>Bank</i>              |                                    |                       |
|--------------------------|------------------------------------|-----------------------|
| 1                        | Alliance Bank                      | \$1,865,465.21        |
| 2                        | Demotte State Bank                 | \$14,806.77           |
| 4                        | PNC Bank                           | \$11,882.69           |
| 5                        | Cash On Hand                       | \$270.00              |
| 9                        | Fifth Third Bank CD#002-0668762355 | \$0.00                |
| 10                       | Fifth Third Bank CD#002-0668762363 | \$0.00                |
| 6                        | Fifth Third Bank CD#002-0668786509 | \$500,000.00          |
| <b>Total all banks =</b> |                                    | <b>\$2,392,424.67</b> |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

# Appropriation Report for 100 OPERATING FUND

## Jasper County Public Library

Report Date: From 7/1/15 To 7/31/15

| Account # Description               | Annual Appropriation  | Change to Appropriation | Current Appropriation | Disbursements This Month | Disbursements YTD   | Balance             | Percent     |
|-------------------------------------|-----------------------|-------------------------|-----------------------|--------------------------|---------------------|---------------------|-------------|
| <i>1. Personal Services</i>         |                       |                         |                       |                          |                     |                     |             |
| 1.11 SALARY OF LIBRARIAN            | \$65,582.00           | \$0.00                  | \$65,582.00           | \$5,465.20               | \$38,176.67         | \$27,405.33         | 58.2        |
| 1.12 SALARY OF ASSISTANTS           | \$1,082,897.00        | \$0.00                  | \$1,082,897.00        | \$88,797.10              | \$606,467.74        | \$476,429.26        | 56.0        |
| 1.13 WAGES OF JANITORS              | \$68,692.00           | \$0.00                  | \$68,692.00           | \$6,874.68               | \$38,797.15         | \$29,894.85         | 56.5        |
| 1.21 EMPLOYER'S SHARE-FICA          | \$93,114.00           | \$0.00                  | \$93,114.00           | \$7,517.22               | \$50,811.22         | \$42,302.78         | 54.6        |
| 1.22 UNEMPLOYMENT COMPENSATION      | \$3,544.00            | \$0.00                  | \$3,544.00            | \$825.84                 | \$3,019.70          | \$524.30            | 85.2        |
| 1.23 EMPLOYER'S CONTRIB.- PERF      | \$108,799.00          | \$0.00                  | \$108,799.00          | \$8,954.14               | \$61,353.95         | \$47,445.05         | 56.4        |
| 1.24 EMPLOYER'S CONTRIB.- INS.      | \$132,389.00          | \$0.00                  | \$132,389.00          | \$10,963.59              | \$74,170.49         | \$58,218.51         | 56.0        |
| <b>Subtotal</b>                     | <b>\$1,555,017.00</b> |                         | <b>\$1,555,017.00</b> | <b>\$129,397.77</b>      | <b>\$872,796.92</b> | <b>\$682,220.08</b> | <b>56.1</b> |
| <i>2. Supplies</i>                  |                       |                         |                       |                          |                     |                     |             |
| 2.11 OFFICIAL RECORDS               | \$600.00              | \$0.00                  | \$600.00              | \$0.00                   | \$365.54            | \$234.46            | 60.9        |
| 2.12 STATIONERY AND PRINTING        | \$550.00              | \$0.00                  | \$550.00              | \$0.00                   | \$187.17            | \$362.83            | 34.0        |
| 2.13 OTHER OFFICE SUPPLIES          | \$7,500.00            | \$0.00                  | \$7,500.00            | \$732.21                 | \$5,505.27          | \$1,994.73          | 73.4        |
| 2.21 CLEANING & SANITATION SUPPLIES | \$6,000.00            | \$0.00                  | \$6,000.00            | \$316.32                 | \$3,060.40          | \$2,939.60          | 51.0        |
| 2.23 OTHER OPERATING SUPPLIES       | \$7,000.00            | \$0.00                  | \$7,000.00            | \$701.10                 | \$4,582.01          | \$2,417.99          | 65.5        |
| 2.31 BUILDING MATERIALS & SUPPLIES  | \$1,000.00            | \$0.00                  | \$1,000.00            | \$189.29                 | \$267.54            | \$732.46            | 26.8        |
| 2.32 PAINT AND PAINTING SUPPLIES    | \$200.00              | \$0.00                  | \$200.00              | \$0.00                   | \$125.79            | \$74.21             | 62.9        |
| 2.33 REPAIR PARTS                   | \$2,000.00            | \$0.00                  | \$2,000.00            | \$0.00                   | \$460.10            | \$1,539.90          | 23.0        |
| 2.41 LIBRARY SUPPLIES               | \$14,900.00           | \$0.00                  | \$14,900.00           | \$861.61                 | \$6,477.56          | \$8,422.44          | 43.5        |

| <i>Account # Description</i>         | <i>Annual<br/>Appropriation</i> | <i>Change to<br/>Appropriation</i> | <i>Current<br/>Appropriation</i> | <i>Disbursements<br/>This Month</i> | <i>Disbursements<br/>YTD</i> | <i>Balance</i>     | <i>Percent</i> |
|--------------------------------------|---------------------------------|------------------------------------|----------------------------------|-------------------------------------|------------------------------|--------------------|----------------|
| 2.42 MARKETING SUPPLIES              | \$50.00                         | \$0.00                             | \$50.00                          | \$0.00                              | \$36.46                      | \$13.54            | 72.9           |
| <b>Subtotal</b>                      | <b>\$39,800.00</b>              |                                    | <b>\$39,800.00</b>               | <b>\$2,800.53</b>                   | <b>\$21,067.84</b>           | <b>\$18,732.16</b> | <b>52.9</b>    |
| <i>3. Other Services and Charges</i> |                                 |                                    |                                  |                                     |                              |                    |                |
| 3.13 LEGAL SERVICES                  | \$5,000.00                      | \$0.00                             | \$5,000.00                       | \$0.00                              | \$3,743.50                   | \$1,256.50         | 74.9           |
| 3.14 OTHER PROFESSIONAL SERVICES     | \$6,500.00                      | \$0.00                             | \$6,500.00                       | \$253.00                            | \$3,824.91                   | \$2,675.09         | 58.8           |
| 3.145 DATABASES & LICENSING SERVICES | \$26,620.00                     | \$0.00                             | \$26,620.00                      | \$4,395.60                          | \$15,613.10                  | \$11,006.90        | 58.7           |
| 3.146 E-BOOKS SERVICES               | \$18,700.00                     | \$0.00                             | \$18,700.00                      | \$0.00                              | \$3,000.00                   | \$15,700.00        | 16.0           |
| 3.21 TELEPHONE                       | \$4,200.00                      | \$0.00                             | \$4,200.00                       | \$343.64                            | \$1,821.76                   | \$2,378.24         | 43.4           |
| 3.22 POSTAGE                         | \$3,000.00                      | \$0.00                             | \$3,000.00                       | \$35.80                             | \$1,882.15                   | \$1,117.85         | 62.7           |
| 3.23 MILEAGE                         | \$20,000.00                     | \$0.00                             | \$20,000.00                      | \$1,160.31                          | \$8,598.93                   | \$11,401.07        | 43.0           |
| 3.24 PROFESSIONAL MEETINGS           | \$8,000.00                      | \$0.00                             | \$8,000.00                       | \$635.51                            | \$2,137.71                   | \$5,862.29         | 26.7           |
| 3.25 FREIGHT                         | \$2,000.00                      | \$0.00                             | \$2,000.00                       | \$172.06                            | \$1,028.87                   | \$971.13           | 51.4           |
| 3.26 NETWORKING                      | \$64,860.00                     | \$0.00                             | \$64,860.00                      | \$0.00                              | \$1,461.00                   | \$63,399.00        | 2.3            |
| 3.31 ADVERTISING & PUBLIC NOTICES    | \$800.00                        | \$0.00                             | \$800.00                         | \$0.00                              | \$238.61                     | \$561.39           | 29.8           |
| 3.33 MARKETING ADVERTISING           | \$1,800.00                      | \$0.00                             | \$1,800.00                       | \$926.83                            | \$1,563.13                   | \$236.87           | 86.8           |
| 3.41 OFFICIAL BONDS                  | \$250.00                        | \$0.00                             | \$250.00                         | \$0.00                              | \$200.00                     | \$50.00            | 80.0           |
| 3.42 OTHER INSURANCE                 | \$29,500.00                     | \$0.00                             | \$29,500.00                      | \$0.00                              | \$16,618.90                  | \$12,881.10        | 56.3           |
| 3.51 GAS                             | \$45,000.00                     | \$0.00                             | \$45,000.00                      | \$991.51                            | \$13,535.51                  | \$31,464.49        | 30.1           |
| 3.52 ELECTRICITY                     | \$100,000.00                    | \$0.00                             | \$100,000.00                     | \$8,843.44                          | \$48,914.61                  | \$51,085.39        | 48.9           |
| 3.53 WATER                           | \$4,000.00                      | \$0.00                             | \$4,000.00                       | \$308.97                            | \$2,119.97                   | \$1,880.03         | 53.0           |
| 3.54 WASTE DISPOSAL SERVICES         | \$6,500.00                      | \$0.00                             | \$6,500.00                       | \$527.79                            | \$3,715.65                   | \$2,784.35         | 57.2           |
| 3.61 BUILDING & STRUCTURES           | \$55,920.00                     | \$0.00                             | \$55,920.00                      | \$3,189.08                          | \$20,504.79                  | \$35,415.21        | 36.7           |
| 3.62 EQUIPMENT REPAIRS               | \$1,000.00                      | \$0.00                             | \$1,000.00                       | \$70.00                             | \$1,180.00                   | (\$180.00)         | 118.0          |
| 3.72 EQUIPMENT RENTALS               | \$300.00                        | \$0.00                             | \$300.00                         | \$9.95                              | \$210.65                     | \$89.35            | 70.2           |
| 3.91 DUES                            | \$1,875.00                      | \$0.00                             | \$1,875.00                       | \$132.00                            | \$554.00                     | \$1,321.00         | 29.5           |



| <i>Account # Description</i>          | <i>Annual<br/>Appropriation</i> | <i>Change to<br/>Appropriation</i> | <i>Current<br/>Appropriation</i> | <i>Disbursements<br/>This Month</i> | <i>Disbursements<br/>YTD</i> | <i>Balance</i>        | <i>Percent</i> |
|---------------------------------------|---------------------------------|------------------------------------|----------------------------------|-------------------------------------|------------------------------|-----------------------|----------------|
| 3.93 TAXES & ASSESSMENTS              | \$250.00                        | \$0.00                             | \$250.00                         | \$0.00                              | \$240.00                     | \$10.00               | 96.0           |
| 3.94 TRANSFER TO LIRF                 | \$100,000.00                    | \$0.00                             | \$100,000.00                     | \$0.00                              | \$0.00                       | \$100,000.00          | 0.0            |
| 3.95 BOOK REIMBURSEMENT               | \$100.00                        | \$45.11                            | \$145.11                         | \$0.00                              | \$45.11                      | \$100.00              | 31.1           |
| 3.96 PETTY CASH                       | \$120.00                        | \$0.00                             | \$120.00                         | \$0.00                              | \$0.00                       | \$120.00              | 0.0            |
| 3.98 MAINTENANCE/SERVICE<br>CONTRACTS | \$112,057.00                    | \$0.00                             | \$112,057.00                     | \$31,802.46                         | \$76,251.76                  | \$35,805.24           | 68.0           |
| <b>Subtotal</b>                       | <b>\$618,352.00</b>             | <b>\$45.11</b>                     | <b>\$618,397.11</b>              | <b>\$53,797.95</b>                  | <b>\$229,004.62</b>          | <b>\$389,392.49</b>   | <b>37.0</b>    |
| <i>4. Capital Outlays</i>             |                                 |                                    |                                  |                                     |                              |                       |                |
| 4.1 LAND                              | \$0.00                          | \$0.00                             | \$0.00                           | \$63,448.37                         | \$63,448.37                  | (\$63,448.37)         | 0.0            |
| 4.4 FURNITURE & EQUIPMENT             | \$51,648.00                     | \$0.00                             | \$51,648.00                      | \$189.00                            | \$1,623.68                   | \$50,024.32           | 3.1            |
| 4.51 BOOKS                            | \$160,300.00                    | \$0.00                             | \$160,300.00                     | \$12,226.87                         | \$86,477.10                  | \$73,822.90           | 53.9           |
| 4.52 PERIODICALS &<br>NEWSPAPERS      | \$25,000.00                     | \$0.00                             | \$25,000.00                      | \$417.20                            | \$13,078.16                  | \$11,921.84           | 52.3           |
| 4.53 NONPRINTED MATERIALS             | \$58,000.00                     | \$0.00                             | \$58,000.00                      | \$7,633.03                          | \$25,502.17                  | \$32,497.83           | 44.0           |
| <b>Subtotal</b>                       | <b>\$294,948.00</b>             |                                    | <b>\$294,948.00</b>              | <b>\$83,914.47</b>                  | <b>\$190,129.48</b>          | <b>\$104,818.52</b>   | <b>64.5</b>    |
| <b>Grand Total</b>                    | <b>\$2,508,117.00</b>           | <b>\$45.11</b>                     | <b>\$2,508,162.11</b>            | <b>\$269,910.72</b>                 | <b>\$1,312,998.86</b>        | <b>\$1,195,163.25</b> | <b>52.3</b>    |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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# **Appropriation Report for 130 LIRF FUND**

## **Jasper County Public Library**

**Report Date: From 7/1/15 To 7/31/15**

| <i>Account # Description</i>         | <i>Annual Appropriation</i> | <i>Change to Appropriation</i> | <i>Current Appropriation</i> | <i>Disbursements This Month</i> | <i>Disbursements YTD</i> | <i>Balance</i>       | <i>Percent</i> |
|--------------------------------------|-----------------------------|--------------------------------|------------------------------|---------------------------------|--------------------------|----------------------|----------------|
| <b>3. Other Services and Charges</b> |                             |                                |                              |                                 |                          |                      |                |
| 3.14 OTHER PROFESSIONAL SERVICES     | \$10,000.00                 | \$0.00                         | \$10,000.00                  | \$0.00                          | \$0.00                   | \$10,000.00          | 0.0            |
| 3.61 BUILDING & STRUCTURES           | \$15,192.00                 | \$0.00                         | \$15,192.00                  | \$0.00                          | \$0.00                   | \$15,192.00          | 0.0            |
| <b>Subtotal</b>                      | <b>\$25,192.00</b>          |                                | <b>\$25,192.00</b>           | <b>\$0.00</b>                   | <b>\$0.00</b>            | <b>\$25,192.00</b>   | <b>0.0</b>     |
| <b>4. Capital Outlays</b>            |                             |                                |                              |                                 |                          |                      |                |
| 4.1 LAND                             | \$0.00                      | \$0.00                         | \$0.00                       | \$15,192.00                     | \$25,192.00              | (\$25,192.00)        | 0.0            |
| <b>Subtotal</b>                      | <b>\$0.00</b>               |                                | <b>\$0.00</b>                | <b>\$15,192.00</b>              | <b>\$25,192.00</b>       | <b>(\$25,192.00)</b> | <b>0.0</b>     |
| <b>Grand Total</b>                   | <b>\$25,192.00</b>          | <b>\$0.00</b>                  | <b>\$25,192.00</b>           | <b>\$15,192.00</b>              | <b>\$25,192.00</b>       | <b>\$0.00</b>        | <b>100.0</b>   |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

# *Appropriation Report for*      155 STATE TECHN.FUND GRANT

## *Jasper County Public Library*

*Report Date: From      7/1/15 To      7/31/15*

| <i>Account # Description</i>         | <i>Annual Appropriation</i> | <i>Change to Appropriation</i> | <i>Current Appropriation</i> | <i>Disbursements This Month</i> | <i>Disbursements YTD</i> | <i>Balance</i>      | <i>Percent</i> |
|--------------------------------------|-----------------------------|--------------------------------|------------------------------|---------------------------------|--------------------------|---------------------|----------------|
| <i>3. Other Services and Charges</i> |                             |                                |                              |                                 |                          |                     |                |
| 3.26 NETWORKING                      | \$0.00                      | \$0.00                         | \$0.00                       | \$1,621.50                      | \$9,177.95               | (\$9,177.95)        | 0.0            |
| <b>Subtotal</b>                      | <b>\$0.00</b>               |                                | <b>\$0.00</b>                | <b>\$1,621.50</b>               | <b>\$9,177.95</b>        | <b>(\$9,177.95)</b> | <b>0.0</b>     |
| <b>Grand Total</b>                   | <b>\$0.00</b>               | <b>\$0.00</b>                  | <b>\$0.00</b>                | <b>\$1,621.50</b>               | <b>\$9,177.95</b>        | <b>(\$9,177.95)</b> | <b>0.0</b>     |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

**Voucher List**  
**Jasper County Public Library**

**Report Date: From 7/1/15 To 7/31/15**

| <b>Warrant Number</b> | <b>Claim Number</b> | <b>Name of Claimant</b>    | <b>Date</b> | <b>Explanation</b>                                                                                                                                          | <b>Total</b> |
|-----------------------|---------------------|----------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 33993                 | 531                 | AARON'S LAWN CARE          | 7/13/15     | Mowing, edging, and trimming                                                                                                                                | \$1,143.00   |
| 33994                 | 532                 | ACE HARDWARE               | 7/13/15     | Masking tape, smoke alarm, landscape edging                                                                                                                 | \$56.21      |
| 33995                 | 533                 | ANTHEM BLUE CROSS BLUE     | 7/13/15     | Health Insurance premiums- July 2015                                                                                                                        | \$12,280.32  |
| 33996                 | 534                 | ANTHEM BLUE CROSS BLUE     | 7/13/15     | July Cobra premiums for B. Thompson                                                                                                                         | \$682.24     |
| 33997                 | 535                 | ANTHEM LIFE                | 7/13/15     | Life Insurance premiums- July 2015                                                                                                                          | \$97.02      |
| 33998                 | 536                 | BAKER & TAYLOR             | 7/13/15     | Books, Continuations, AV, Auto. Yours                                                                                                                       | \$11,628.77  |
| 33999                 | 537                 | BAKER & TAYLOR ENTERTAIN   | 7/13/15     | DVDs                                                                                                                                                        | \$28.59      |
| 34000                 | 538                 | BLUETARP FINANCIAL, INC    | 7/13/15     | Drywall tape, plastic anchor with screws                                                                                                                    | \$3.38       |
| 34001                 | 539                 | CRESTLINE SPECIALTIES, INC | 7/13/15     | Promotional clips, coasters, and cups                                                                                                                       | \$926.83     |
| 34002                 | 540                 | D & S COMPUTER SERVICES    | 7/13/15     | Hosting 3rd quarter 2015                                                                                                                                    | \$120.00     |
| 34003                 | 541                 | DELTA DENTAL               | 7/13/15     | Dental Insurance premiums- July 2015                                                                                                                        | \$522.18     |
| 34004                 | 542                 | DEMCO                      | 7/13/15     | Book pockets, headphones, masking tape                                                                                                                      | \$104.77     |
| 34005                 | 543                 | DEPARTMENT OF HOMELAND     | 7/13/15     | DeM: Boiler inspection                                                                                                                                      | \$86.00      |
| 34006                 | 544                 | EMILY DURAN                | 7/13/15     | Mileage 6/26/15: AV Shopping                                                                                                                                | \$39.68      |
| 34007                 | 545                 | ENA SERVICES LLC           | 7/13/15     | Internet service fo June 2015                                                                                                                               | \$1,621.50   |
| 34008                 | 546                 | EVELYN BRISTOL             | 7/13/15     | Mileage 1/8-5/26/15: Evaluation, Management meetings, mail water test, Walking books, Friends meeting                                                       | \$117.88     |
| 34009                 | 547                 | FINDAWAY WORLD, LLC        | 7/13/15     | Playaway View power adapter, earbuds                                                                                                                        | \$331.44     |
| 34010                 | 548                 | FLEX-PAC INC               | 7/13/15     | Paper towel rolls, m-folds, hand soap, toilet paper                                                                                                         | \$166.87     |
| 34011                 | 549                 | GALE/CENGAGE LEARNING      | 7/13/15     | Continuations                                                                                                                                               | \$308.24     |
| 34012                 | 550                 | HERITAGE OFFICE PRODUCT    | 7/13/15     | Name tag                                                                                                                                                    | \$11.50      |
| 34013                 | 551                 | HIVELY WELDING CO., INC    | 7/13/15     | Wh: floor outlet covers                                                                                                                                     | \$74.00      |
| 34014                 | 552                 | HP PRODUCTS                | 7/13/15     | Trash bags                                                                                                                                                  | \$101.85     |
| 34015                 | 553                 | JAMES M. STATON            | 7/13/15     | Payment on property located at 228 West 10th Street SW, DeMotte, Indiana 46310                                                                              | \$78,000.00  |
| 34016                 | 554                 | JASON GILBERT              | 7/13/15     | Sprinkler parts, gutter parts, downspout extensions                                                                                                         | \$113.30     |
| 34017                 | 555                 | JEAN LAMBERT               | 7/13/15     | Mileage 4/1-6/22/15: Recycling, pick up cleaning supplies                                                                                                   | \$10.58      |
| 34018                 | 556                 | KIM DELGER                 | 7/13/15     | Book Discussion dinner expenses                                                                                                                             | \$103.23     |
| 34019                 | 557                 | KIRBY RISK CORPORATION     | 7/13/15     | Light bulbs, ballasts, 120V photocontrol                                                                                                                    | \$597.57     |
| 34020                 | 558                 | LAURIE STEELE              | 7/13/15     | Online Database (Read the Books) 7/1/15-6/30/16                                                                                                             | \$940.00     |
| 34021                 | 559                 | LINDA POORTENGA            | 7/13/15     | Mileage 5/21-6/27/15: Post Office, bank deposit, Circulation Counterparts meeting, Management meeting, B2B meeting                                          | \$100.34     |
| 34022                 | 560                 | MIDWEST COLLABORATIVE F    | 7/13/15     | Online Database Renewals (Ancestry Library, HeritageQuest, Tumblebooks) 7/1/15-6/30/16                                                                      | \$3,455.60   |
| 34023                 | 561                 | NATIONAL EDUCATIONAL SYS   | 7/13/15     | DVDs                                                                                                                                                        | \$1,341.00   |
| 34024                 | 562                 | NITCO                      | 7/13/15     | DeM: Local Phone & Fax Service July 2015                                                                                                                    | \$154.52     |
| 34025                 | 563                 | OFFICE DEPOT               | 7/13/15     | Dry erase board, contact paper, label tape, color copy paper, sticky notes, desk pads, electric pencil sharpener, copy paper, correction tape, 3-hole punch | \$357.68     |
| 34026                 | 564                 | PBS DISTRIBUTION, LLC      | 7/13/15     | DVDs                                                                                                                                                        | \$1,939.04   |
| 34027                 | 565                 | PENWORTHY COMPANY          | 7/13/15     | Books                                                                                                                                                       | \$896.03     |
| 34028                 | 566                 | QUILL CORPORATION          | 7/13/15     | Ziploc bags, permanent markers, hole reinforcements                                                                                                         | \$32.19      |
| 34029                 | 567                 | RACHAEL CAVINDER           | 7/13/15     | Mileage 6/26/15: AV Shopping                                                                                                                                | \$25.30      |
| 34030                 | 568                 | RELIABLE EXTERMINATORS, I  | 7/13/15     | DeM: Interior & exterior treatment                                                                                                                          | \$200.00     |
| 34031                 | 569                 | RENSSELAER ROTARY CLUB     | 7/13/15     | May & June 2015 dues & meals                                                                                                                                | \$96.00      |
| 34032                 | 570                 | REPUBLIC SERVICES #715     | 7/13/15     | Wh: Trash Service- July 2015                                                                                                                                | \$64.95      |
| 34033                 | 571                 | ROEING CORPORATION         | 7/13/15     | APC replacement battery                                                                                                                                     | \$189.00     |
| 34034                 | 572                 | SCHOLASTIC LIBRARY PUBLI   | 7/13/15     | Books                                                                                                                                                       | \$22.93      |
| 34035                 | 573                 | SHOWCASES                  | 7/13/15     | DVD cases                                                                                                                                                   | \$326.16     |

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| <i>Warrant<br/>Number</i> | <i>Claim<br/>Number</i> | <i>Name of Claimant</i>    | <i>Date</i> | <i>Explanation</i>                                                                                                                                                                                                                                            | <i>Total</i>  |
|---------------------------|-------------------------|----------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 34036                     | 574                     | SMITH OFFICE EQUIPMENT     | 7/13/15     | Tape                                                                                                                                                                                                                                                          | \$38.13       |
| 34037                     | 575                     | SUNRISE PACKAGING INC.     | 7/13/15     | Audiobook cases                                                                                                                                                                                                                                               | \$229.38      |
| 34038                     | 576                     | THE LIBRARY CORPORATION    | 7/13/15     | Library Solutions Software Support, Marc Records Access, Hosting Services Sept. 2015- Aug. 2016                                                                                                                                                               | \$29,189.00   |
| 34039                     | 577                     | TRUGREEN PROCESSING CE     | 7/13/15     | Rens: Grub control, lawn fertilization                                                                                                                                                                                                                        | \$285.00      |
| 34040                     | 578                     | ULINE                      | 7/13/15     | Filament tape                                                                                                                                                                                                                                                 | \$76.07       |
| 34041                     | 579                     | VISION SERVICE PLAN- (IN)  | 7/13/15     | Vision Insurance Premiums- July 2015                                                                                                                                                                                                                          | \$214.74      |
| 34042                     | 580                     | WAL-MART COMMUNITY/RFC     | 7/13/15     | Teen Reading prize, Summer Reading prizes, cleaning supplies, batteries, DVDs, CDs, Summer Reading supplies, adult supplies                                                                                                                                   | \$1,376.12    |
| 34043                     | 581                     | WHEATFIELD CHAMBER OF C    | 7/13/15     | Wh: Chamber Membership Dues 2015-2016                                                                                                                                                                                                                         | \$100.00      |
| 34044                     | 582                     | YVONNE DEL VECCHIO         | 7/13/15     | Mileage 5/6-6/25/15: Walking Books, Book Club, deliver newsletters                                                                                                                                                                                            | \$33.47       |
| 34045                     | 583                     | ZIESE PLUMBING, HEATING, & | 7/13/15     | Wh: Install water heater, circulation pump, and stainless steel pump; Rens: Repair faucets in meeting room & tech services                                                                                                                                    | \$1,058.08    |
| 0                         | 584                     | PAYROLL                    | 7/10/15     | PAYROLL                                                                                                                                                                                                                                                       | \$51,056.98   |
| 0                         | 585                     | BILL HROMADA               | 7/10/15     | Courier Mileage, 6/16/15-6/30/15 (Conf #266)                                                                                                                                                                                                                  | \$392.15      |
| 0                         | 586                     | GREAT-WEST RETIREMENT S    | 7/10/15     | Annuity Withheld 7/10/15 payroll (Conf. #269)                                                                                                                                                                                                                 | \$1,005.00    |
| 0                         | 587                     | INDIANA DEPARTMENT OF RE   | 7/10/15     | EFT-State & County Taxes w/held June 2015 Payrolls (Ref #74608)                                                                                                                                                                                               | \$6,236.00    |
| 0                         | 588                     | INPRS fbo PERF             | 7/10/15     | 7/10/15 Payroll Contributions                                                                                                                                                                                                                                 | \$5,990.83    |
| 0                         | 589                     | IRS USA TAXPAYMENT         | 7/10/15     | EFT-FICA & Federal Taxes w/held 7/10/15 (Ref #00198549)                                                                                                                                                                                                       | \$11,600.27   |
| 0                         | 590                     | TOWN OF DEMOTTE            | 7/10/15     | DeM: Sewer & Water- June 2015 (conf# 268)                                                                                                                                                                                                                     | \$195.96      |
| 0                         | 591                     | TOWN OF WHEATFIELD         | 7/10/15     | Wh: Sewer- July 2015 (conf# 267)                                                                                                                                                                                                                              | \$56.65       |
| 0                         | 592                     | JASPER COUNTY PUBLIC LIB   | 7/1/15      | CD# 002-0668762355 Matured                                                                                                                                                                                                                                    | \$275,000.00  |
| 0                         | 593                     | JASPER COUNTY PUBLIC LIB   | 7/1/15      | CD# 002-0668762363 Matured                                                                                                                                                                                                                                    | \$725,000.00  |
| 34015                     | 594                     | JAMES M. STATON            | 7/13/15     | Void Voucher #553, Check #34015                                                                                                                                                                                                                               | (\$78,000.00) |
| 0                         | 595                     | ALLIANCE BANK              | 7/13/15     | Direct Deposit Fees June 2015; Annual Fee                                                                                                                                                                                                                     | \$76.90       |
| 34046                     | 596                     | BUSINESS CARD              | 7/13/15     | Next Issue Subscription, children's program supplies, CYPD registrations, DVDs, CDs, books, Circulation Counterparts meeting expenses, postage, Summer Reading supplies, children's supplies, Management Meeting expenses, AV Shopping expenses, B2B expenses | \$3,793.17    |
| 34047                     | 597                     | CENTURYLINK                | 7/13/15     | Rens: Local phone & fax service- July 2015                                                                                                                                                                                                                    | \$126.69      |
| 34048                     | 598                     | CENTURYLINK                | 7/13/15     | Long distance phone service- June 2015                                                                                                                                                                                                                        | \$5.34        |
| 34049                     | 599                     | COMMUNITY MEDIA            | 7/13/15     | Wh: KV Post News newspaper subscription                                                                                                                                                                                                                       | \$62.00       |
| 34050                     | 600                     | CULLIGAN WATER CONDITIO    | 7/13/15     | Wh: Water Cooler Rental-July 2015, 5-gallon drinking water- 8                                                                                                                                                                                                 | \$67.55       |
| 34051                     | 601                     | DEBORAH KRISTOFF           | 7/13/15     | Books                                                                                                                                                                                                                                                         | \$40.00       |
| 34052                     | 602                     | GOODWIN FIRE EQUIPMENT, I  | 7/13/15     | DeM, Rens: Annual fire extinguisher inspection and maintenance                                                                                                                                                                                                | \$70.00       |
| 34053                     | 603                     | HAMSTRA BUILDERS, INC.     | 7/13/15     | DeM: Repaired ridge cap on south east ridge                                                                                                                                                                                                                   | \$171.30      |
| 34054                     | 604                     | INDIANA DEPT. OF WORKFOR   | 7/13/15     | 2nd Quarter 2015 Unemployment Compensation Pymt                                                                                                                                                                                                               | \$825.84      |
| 34055                     | 605                     | INDIANA WASTE SERVICE      | 7/13/15     | DeM: Trash Pick-up, July 2015                                                                                                                                                                                                                                 | \$87.70       |
| 34057                     | 606                     | KONE, INC.                 | 7/13/15     | DeM: Elevator maintenance agreement 7/1/15-9/30/15                                                                                                                                                                                                            | \$405.18      |
| 34058                     | 607                     | NIPSCO                     | 7/13/15     | DeM & Wh: Gas & Electric Service                                                                                                                                                                                                                              | \$6,019.31    |
| 34059                     | 608                     | PEGGY MICHELIN             | 7/13/15     | Mileage 3/20-6/26/15: AV Shopping, AV returns, supply pickup                                                                                                                                                                                                  | \$48.76       |
| 34060                     | 609                     | RMC IMAGING, INC           | 7/13/15     | Annual Maintenance ST-200 Scanner & Companion Scanner, 7/29/15-7/28/16                                                                                                                                                                                        | \$1,657.50    |
| 0                         | 610                     | SAGE PAYMENT SOLUTIONS     | 7/13/15     | Merchant Processing Fees- June 2015; PCI Compliance Annual Fee (automatic withdrawal on 7/2/15)                                                                                                                                                               | \$282.28      |
| 34061                     | 611                     | TRUGREEN PROCESSING CE     | 7/13/15     | Wh: Lawn Fertilization, Grub Control                                                                                                                                                                                                                          | \$245.70      |
| 34062                     | 612                     | UNIQUE MANAGEMENT SERVI    | 7/13/15     | Collections: Initial/Secondary Placements- June 2015                                                                                                                                                                                                          | \$71.60       |
| 34063                     | 613                     | USA TODAY                  | 7/13/15     | Rens: Newspaper subscription 8/1/15-7/31/16                                                                                                                                                                                                                   | \$293.20      |

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| <i>Warrant<br/>Number</i>     | <i>Claim<br/>Number</i> | <i>Name of Claimant</i> | <i>Date</i> | <i>Explanation</i>                                                                                    | <i>Total</i>          |
|-------------------------------|-------------------------|-------------------------|-------------|-------------------------------------------------------------------------------------------------------|-----------------------|
| 34056                         | 614                     | JANICE WILMA            | 7/13/15     | Children's program supplies                                                                           | \$75.00               |
| 0                             | 615                     | PAYROLL                 | 7/24/15     | PAYROLL                                                                                               | \$50,080.00           |
| 0                             | 616                     | JAMES M. STATON         | 7/17/15     | Payment on property located at 228 West 10th Street<br>SW, DeMotte, Indiana 46310; Title Company Fees | \$78,873.37           |
| 0                             | 617                     | ALLIANCE BANK           | 7/17/15     | Wire Transfer Fee                                                                                     | \$20.00               |
| 0                             | 618                     | AFLAC                   | 7/24/15     | Supplemental Insurance JuLy 2015 (Conf. #275)                                                         | \$546.54              |
| 0                             | 619                     | BILL HROMADA            | 7/24/15     | Courier Mileage, 7/1/15-7/15/15 (Conf #271)                                                           | \$392.15              |
| 0                             | 620                     | CENTURYLINK             | 7/24/15     | WH: Local Phone Service July 2015 (Conf. # 273)                                                       | \$41.76               |
| 0                             | 621                     | CENTURYLINK             | 7/24/15     | WH: Fax Service July 2015 (Conf. # 274)                                                               | \$15.33               |
| 0                             | 622                     | CITY OF RENSSELAER      | 7/24/15     | RENS: Utilities 6/9/15-7/8/15 (Conf. #272)                                                            | \$4,189.54            |
| 0                             | 623                     | GREAT-WEST RETIREMENT S | 7/24/15     | Annuity Withheld 7/24/15 payroll (Conf. #276)                                                         | \$1,005.00            |
| 0                             | 624                     | INPRS fbo PERF          | 7/24/15     | 7/24/15 Payroll Contributions                                                                         | \$5,953.62            |
| 0                             | 625                     | COMMUNITY MEDIA         | 7/24/15     | Rn: KV Post News newspaper subscription                                                               | \$62.00               |
| 0                             | 626                     | IRS USA TAXPAYMENT      | 7/24/15     | EFT-FICA & Federal Taxes w/held 7/24/15 (Ref<br>#53828668)                                            | \$11,391.35           |
| <b>Total Amount of Claims</b> |                         |                         |             |                                                                                                       | <b>\$1,317,547.20</b> |

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, August 03, 2015

\_\_\_\_\_  
Fiscal Officer

### ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$1,317,547.20

Date this 10<sup>th</sup> day of August, 20 15.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

**JASPER COUNTY PUBLIC LIBRARY**  
**Receipt Breakdown**  
**July 31, 2015**

|                                                   | <u>THIS MONTH</u> | <u>YEAR-TO-DATE</u> | <u>TOTAL RECEIPTS<br/>THIS MONTH</u> | <u>TOTAL RECEIPTS<br/>YEAR-TO-DATE</u> |
|---------------------------------------------------|-------------------|---------------------|--------------------------------------|----------------------------------------|
| <b>FINES &amp; FEES:</b>                          |                   |                     | \$2,900.46                           | \$19,951.33                            |
| DeMotte                                           | \$984.49          | \$6,504.64          |                                      |                                        |
| Rensselaer                                        | \$998.66          | \$7,574.30          |                                      |                                        |
| Wheatfield                                        | \$917.31          | \$5,872.39          |                                      |                                        |
| <b>PHOTOCOPIES:</b>                               |                   |                     | \$856.91                             | \$5,876.45                             |
| DeMotte                                           | \$356.54          | \$2,320.24          |                                      |                                        |
| Rensselaer                                        | \$327.17          | \$2,271.16          |                                      |                                        |
| Wheatfield                                        | \$173.20          | \$1,285.05          |                                      |                                        |
| <b>INTEREST (Checking, Repurchase, CDs):.....</b> |                   |                     | \$84.43                              | \$379.37                               |
| <b>TAXES:</b>                                     |                   |                     | \$75,613.24                          | \$1,222,858.41                         |
| Property Tax                                      | \$0.00            | \$634,588.74        |                                      |                                        |
| LOIT                                              | \$17,903.58       | \$125,325.07        |                                      |                                        |
| License Excise Tax                                | \$0.00            | \$50,726.30         |                                      |                                        |
| Financial Institution Tax                         | \$0.00            | \$1,228.91          |                                      |                                        |
| CVET(Commercial Vehicle Excise)                   | \$0.00            | \$7,021.77          |                                      |                                        |
| Local Option/Certified Shares                     | \$47,192.33       | \$330,346.31        |                                      |                                        |
| Local Option/Property Tax Repl.                   | \$10,517.33       | \$73,621.31         |                                      |                                        |
| <b>TAXABLE SALES:-.....</b>                       |                   |                     | \$9.68                               | \$72.73                                |
| <b>REFUNDS:</b>                                   |                   |                     | \$732.24                             | \$16,478.20                            |
| Rebates/Refund                                    | \$0.00            | \$9.96              |                                      |                                        |
| Insurance Claims/Reimbursements                   | \$682.24          | \$5,534.75          |                                      |                                        |
| Meeting Room Rental                               | \$50.00           | \$1,150.00          |                                      |                                        |
| Reimbursement                                     | \$0.00            | \$1,259.19          |                                      |                                        |
| Fixed Asset Sales                                 | \$0.00            | \$0.00              |                                      |                                        |
| Miscellaneous Receipts                            | \$0.00            | \$125.30            |                                      |                                        |
| Interfund Transfer                                | \$0.00            | \$8,399.00          |                                      |                                        |
| <b>TOTAL OPERATING FUND RECEIPTS.....</b>         |                   |                     | <b>\$80,196.96</b>                   | <b>\$1,265,616.49</b>                  |
| <b>PLAC FUND:.....</b>                            |                   |                     | \$0.00                               | \$0.00                                 |
| <b>GIFT FUNDS:</b>                                |                   |                     | \$2,121.65                           | \$10,933.22                            |
| DeMotte                                           | \$960.00          | \$4,442.36          |                                      |                                        |
| Rensselaer                                        | \$1,000.00        | \$3,876.45          |                                      |                                        |
| Wheatfield                                        | \$161.65          | \$2,614.41          |                                      |                                        |
| <b>LIB. IMPROV. RESERVE FUND: .....</b>           |                   |                     | \$15.54                              | \$113.28                               |
| Interest Earned                                   | \$15.54           | \$113.28            |                                      |                                        |
| Transfer from OPERATING                           | \$0.00            | \$0.00              |                                      |                                        |
| <b>BOND &amp; INTEREST REDEMPTION FUND:</b>       |                   |                     | \$0.00                               | \$172,702.65                           |
| Property Tax                                      | \$0.00            | \$160,152.37        |                                      |                                        |
| License Excise Tax                                | \$0.00            | \$10,794.54         |                                      |                                        |
| Financial Institution Tax                         | \$0.00            | \$261.51            |                                      |                                        |
| CVET(Commercial Vehicle Excise)                   | \$0.00            | \$1,494.23          |                                      |                                        |
| Interfund Transfer                                | \$0.00            | \$0.00              |                                      |                                        |
| <b>RAINY DAY FUND:</b>                            |                   | \$0.00              | \$2,098.45                           | \$2,098.45                             |
| Special CAGIT Distribution                        | \$0.00            | \$0.00              |                                      |                                        |
| Interest Earned                                   | \$2,098.45        | \$2,098.45          |                                      |                                        |
| <b>STATE TECHNOLOGY FUND GRANT FUND:-.....</b>    |                   |                     | \$0.00                               | \$9,733.00                             |
| <b>CAPITAL PROJECTS FUND:</b>                     |                   |                     | \$5,598.10                           | \$5,620.17                             |
| Interest Earned                                   | \$5,598.10        | \$5,620.17          |                                      |                                        |
| Property Tax                                      | \$0.00            | \$0.00              |                                      |                                        |
| License Excise Tax                                | \$0.00            | \$0.00              |                                      |                                        |
| Financial Institution Tax                         | \$0.00            | \$0.00              |                                      |                                        |
| CVET(Commercial Vehicle Excise)                   | \$0.00            | \$0.00              |                                      |                                        |
| Interfund Transfer                                | \$0.00            | \$0.00              |                                      |                                        |
| <b>HOST/HOSPITALITY FUND:-.....</b>               |                   |                     | \$0.00                               | \$0.00                                 |
| <b>LEVY EXCESS FUND:-.....</b>                    |                   |                     | \$0.00                               | \$0.00                                 |
| <b>SALES TAX:-.....</b>                           |                   |                     | \$4.18                               | \$101.73                               |
| <b>CASH CHANGE FUND</b>                           |                   |                     | \$0.00                               | \$0.00                                 |
| <b>INSURANCE REFUND FUND:</b>                     |                   |                     | \$0.00                               | \$0.00                                 |
| Interfund Transfer                                | \$0.00            | \$0.00              |                                      |                                        |
| <b>INSURANCE SETTLEMENT FUND</b>                  |                   |                     | \$0.00                               | \$7,465.94                             |
| <b>SUB-TOTAL (page 1).....</b>                    |                   |                     | <b>\$90,034.88</b>                   | <b>\$1,474,384.93</b>                  |



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|                                        |            |             |                     |                       |
|----------------------------------------|------------|-------------|---------------------|-----------------------|
| <b>WITHHOLDING ACCOUNT FUNDS:</b>      |            |             | \$30,258.51         | \$204,309.56          |
| FIT Tax Collected                      | \$7,957.23 | \$53,670.05 |                     |                       |
| FICA Collected                         | \$7,517.17 | \$50,811.25 |                     |                       |
| State Tax Collected                    | \$3,570.80 | \$23,903.78 |                     |                       |
| County Tax Collected                   | \$2,789.57 | \$18,836.77 |                     |                       |
| Deferred Comp Plan                     | \$2,010.00 | \$13,590.00 |                     |                       |
| Pre-tax Insurance Plans                | \$3,162.24 | \$21,258.09 |                     |                       |
| Life Insurance                         | \$217.92   | \$1,531.44  |                     |                       |
| INPRS                                  | \$3,033.58 | \$20,556.90 |                     |                       |
| Garnishments                           | \$0.00     | \$108.00    |                     |                       |
| Credit Union                           | \$0.00     | \$43.28     |                     |                       |
| <b>TOTAL RECEIPTS - ALL FUNDS.....</b> |            |             | <b>\$120,293.39</b> | <b>\$1,678,694.49</b> |

# Voucher List

## Jasper County Public Library

Report Date: From 8/1/15 To 8/10/15

| Warrant Number | Claim Number | Name of Claimant          | Date    | Explanation                                                                                                                                                   | Total       |
|----------------|--------------|---------------------------|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 34065          | 627          | AARON'S LAWN CARE         | 8/10/15 | Mowing, edging, tree/shrub removal, ground leveling, reseeding                                                                                                | \$2,135.00  |
| 34066          | 628          | ACE HARDWARE              | 8/10/15 | Mortar mix, bolt, grass seed                                                                                                                                  | \$17.23     |
| 34064          | 629          | A.M. Best Company, Inc.   | 8/10/15 | Continuations                                                                                                                                                 | \$175.75    |
| 34067          | 630          | ANTHEM BLUE CROSS BLUE    | 8/10/15 | Health Insurance premiums- August 2015                                                                                                                        | \$12,280.32 |
| 34068          | 631          | ANTHEM LIFE               | 8/10/15 | Life Insurance premiums- August 2015                                                                                                                          | \$100.62    |
| 34069          | 632          | BAKER & TAYLOR            | 8/10/15 | Books, Continuations, AV, Auto. Yours, B&T user licenses                                                                                                      | \$9,785.88  |
| 34070          | 633          | BAKER & TAYLOR ENTERTAIN  | 8/10/15 | DVDs                                                                                                                                                          | \$73.35     |
| 34071          | 634          | BLUETARP FINANCIAL, INC   | 8/10/15 | Concrete splash blocks, paint, paint tray liner, paint roller, tile panel                                                                                     | \$84.46     |
| 34072          | 635          | CARDINAL OFFICE PRODUCT   | 8/10/15 | DeM: Quarterly maintenance agreement on work room copier 4/21/15-7/21/15                                                                                      | \$494.05    |
| 34073          | 636          | CHICAGO TRIBUNE           | 8/10/15 | DeM: Newspaper subscription Acct# 20468938                                                                                                                    | \$285.74    |
| 34074          | 637          | CONSOLIDATED INSURANCE    | 8/10/15 | Add new property to building insurance policy                                                                                                                 | \$176.00    |
| 34075          | 638          | DEBORAH KRISTOFF          | 8/10/15 | Mileage 5/7-7/16/15: Government Day, HoosierStart meeting, evaluation, Management meetings                                                                    | \$94.30     |
| 34076          | 639          | DELL MARKETING L.P.       | 8/10/15 | Toner cartridges                                                                                                                                              | \$531.01    |
| 34077          | 640          | DELTA DENTAL              | 8/10/15 | Dental Insurance premiums- August 2015                                                                                                                        | \$522.18    |
| 34078          | 641          | DONNA BARKO               | 8/10/15 | Mileage 6/9-8/4/15: Bank deposits, Post Office, new employee orientation                                                                                      | \$43.93     |
| 34079          | 642          | ENA SERVICES LLC          | 8/10/15 | Internet service fo July 2015                                                                                                                                 | \$1,081.00  |
| 34080          | 643          | FLEX-PAC INC              | 8/10/15 | Paper towel rolls, m-folds, hand soap, toilet paper                                                                                                           | \$292.73    |
| 34081          | 644          | GALE/CENGAGE LEARNING     | 8/10/15 | Books                                                                                                                                                         | \$161.65    |
| 34082          | 645          | GOODWIN FIRE EQUIPMENT, I | 8/10/15 | Wh: Annual fire extinguisher inspection and maintenance                                                                                                       | \$47.50     |
| 34083          | 646          | HAMSTRA BUILDERS, INC.    | 8/10/15 | Wh: Inspected A.C., changed filters, found fan relay not working properly, filters plugged causing unit to freeze up; Repaired HVAC system                    | \$427.01    |
| 34084          | 647          | INDIANA WASTE SERVICE     | 8/10/15 | DeM: Trash Pick-up, August 2015                                                                                                                               | \$87.70     |
| 34085          | 648          | LINDA POORTENGA           | 8/10/15 | Mileage 7/17/15: B2B meeting                                                                                                                                  | \$54.05     |
| 34087          | 649          | MELISSA SMITH             | 8/10/15 | Mileage 1/7-7/9/15: Walking Books, Marketing meeting                                                                                                          | \$81.25     |
| 34086          | 650          | MELISSA J. WIDNER         | 8/10/15 | Internet Librarian Conference expenses                                                                                                                        | \$317.20    |
| 34088          | 651          | NETWISE RESOURCES         | 8/10/15 | Rens & Wh: staff copiers quarterly service agreement                                                                                                          | \$916.71    |
| 34089          | 652          | PBS DISTRIBUTION, LLC     | 8/10/15 | DVDs                                                                                                                                                          | \$423.80    |
| 34090          | 653          | PENWORTHY COMPANY         | 8/10/15 | Books                                                                                                                                                         | \$476.34    |
| 34091          | 654          | PRECISION CONTROL SYSTE   | 8/10/15 | DeM: Repair/replaced bulbs at frequency drive, replaced ignition & flare rods at both boilers                                                                 | \$562.27    |
| 34092          | 655          | QUILL CORPORATION         | 8/10/15 | Toner cartridges, ink cartridges, file folder labels, stamp pad inker, paper clips, sticky notes                                                              | \$480.06    |
| 34096          | 656          | REPUBLIC SERVICES #715    | 8/10/15 | Wh: Trash Service- August 2015                                                                                                                                | \$64.95     |
| 34093          | 657          | RACHAEL CAVINDER          | 8/10/15 | Mileage 7/16-7/20/15: Management meeting, Storytime at the Fair                                                                                               | \$44.85     |
| 34094          | 658          | RACHEL WILKINSON          | 8/10/15 | Mileage 7/16-8/3/15: Management meeting, Storytime at the Fair, Storytime Training workshop                                                                   | \$74.75     |
| 34095          | 659          | RAYANN GILMORE            | 8/10/15 | Petty Cash- Rensselaer: Laundry                                                                                                                               | \$35.00     |
| 34097          | 660          | ROEING CORPORATION        | 8/10/15 | Tech Maintenance Support - 3rd Installment 2015                                                                                                               | \$7,500.00  |
| 34098          | 661          | SHEILA MAXWELL            | 8/10/15 | Counterparts Meetings expenses; Mileage 1/8-7/27/15: Branch Visits, Digital Access Library Card meeting, Automation Counterparts meetings, Management Meeting | \$658.71    |
| 34099          | 662          | SMITH FARM STORE          | 8/10/15 | Weed killer                                                                                                                                                   | \$16.99     |
| 34100          | 663          | SVT, LLC                  | 8/10/15 | Management Meeting expenses                                                                                                                                   | \$32.24     |
| 34101          | 664          | THOMSON REUTERS - WEST    | 8/10/15 | Continuations                                                                                                                                                 | \$268.00    |

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| <i>Warrant<br/>Number</i> | <i>Claim<br/>Number</i> | <i>Name of Claimant</i>   | <i>Date</i> | <i>Explanation</i>                                                                                                                                                                              | <i>Total</i> |
|---------------------------|-------------------------|---------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 34102                     | 665                     | TRUGREEN PROCESSING CE    | 8/10/15     | Wh: Ornamental Bed Weed Control; DeM: Tree & Shrub Treatment; Rens: Tree & Shrub Treatment                                                                                                      | \$403.65     |
| 34103                     | 666                     | VISION SERVICE PLAN- (IN) | 8/10/15     | Vision Insurance Premiums- August 2015                                                                                                                                                          | \$214.74     |
| 34104                     | 667                     | WAL-MART COMMUNITY/RFC    | 8/10/15     | Children's supplies, batteries, Summer Reading supplies & prizes, Tuesday Movie Night program expenses, DVDs, CDs, books, cleaning wipes                                                        | \$2,391.90   |
| 34105                     | 668                     | WORLD BOOK INC.           | 8/10/15     | World Book Database & Ebook Database subscriptions                                                                                                                                              | \$1,194.67   |
| 0                         | 669                     | PAYROLL                   | 8/10/15     | PAYROLL                                                                                                                                                                                         | \$52,455.77  |
| 0                         | 670                     | BILL HROMADA              | 8/10/15     | Courier Mileage, 7/16/15-7/31/15 (Conf #277)                                                                                                                                                    | \$249.55     |
| 0                         | 671                     | DENISE HAVENS             | 8/10/15     | Substitute Courier Mileage 7/28/15 & 7/29/15 (conf# 279)                                                                                                                                        | \$71.30      |
| 0                         | 672                     | GREAT-WEST RETIREMENT S   | 8/10/15     | Annuity Withheld 8/10/15 payroll (Conf. #282)                                                                                                                                                   | \$1,005.00   |
| 0                         | 673                     | INDIANA DEPARTMENT OF RE  | 8/10/15     | EFT-State & County Taxes w/held July 2015 Payrolls (Ref #54759)                                                                                                                                 | \$6,360.37   |
| 0                         | 674                     | INPRS fbo PERF            | 8/10/15     | 8/10/15 Payroll Contributions                                                                                                                                                                   | \$6,232.03   |
| 0                         | 675                     | IRS USA TAXPAYMENT        | 8/10/15     | EFT-FICA & Federal Taxes w/held 8/10/15 (Ref #45287051)                                                                                                                                         | \$12,018.13  |
| 0                         | 676                     | PATTY EENIGENBURG         | 8/10/15     | Substitute Courier Mileage 727/15, 7/30/15, & 7/31/15 (conf# 280)                                                                                                                               | \$106.95     |
| 0                         | 677                     | TOWN OF DEMOTTE           | 8/10/15     | DeM: Sewer & Water- July 2015 (conf# 281)                                                                                                                                                       | \$243.17     |
| 0                         | 678                     | TOWN OF WHEATFIELD        | 8/10/15     | Wh: Sewer- August 2015 (conf# 278)                                                                                                                                                              | \$56.65      |
| 34106                     | 679                     | AFFORDABLE ALTERNATIVES   | 8/10/15     | Labels                                                                                                                                                                                          | \$53.50      |
| 0                         | 680                     | ALLIANCE BANK             | 8/10/15     | Direct Deposit Fees July 2015                                                                                                                                                                   | \$37.00      |
| 34107                     | 681                     | BUSINESS CARD             | 8/10/15     | Program expenses, Summer Reading prizes, Teen Volunteer Party expenses, cleaning supplies, software, B2B expenses, Storytime Training workshop expenses, children's supplies, AV returns, books | \$282.22     |
| 34108                     | 682                     | CENTURYLINK               | 8/10/15     | Rens: Local phone & fax service- August 2015                                                                                                                                                    | \$403.79     |
| 34109                     | 683                     | CULLIGAN WATER CONDITIO   | 8/10/15     | Wh: Water Cooler Rental-August 2015                                                                                                                                                             | \$11.95      |
| 34110                     | 684                     | DEMCO                     | 8/10/15     | Builder table, builder table block kit, clear polypropylene tape, subject classification labels, polyfit                                                                                        | \$977.10     |
| 34111                     | 685                     | DIANE OPOLSKI             | 8/10/15     | Positivity Committee supplies                                                                                                                                                                   | \$13.20      |
| 34112                     | 686                     | DUMAS & MAHNESMITH P.C.   | 8/10/15     | Legal Assistance: Property Purchase                                                                                                                                                             | \$95.00      |
| 34113                     | 687                     | FFC FENCING CO.           | 8/10/15     | Rens: Fence repair                                                                                                                                                                              | \$652.00     |
| 34114                     | 688                     | GRAINGER                  | 8/10/15     | Batteries                                                                                                                                                                                       | \$116.71     |
| 34115                     | 689                     | KAPCO                     | 8/10/15     | Polyester corners, polyester repair tape, tyvek repair tape, magazine reinforcements, polyester wings, label protectors                                                                         | \$303.73     |
| 34116                     | 690                     | KIRBY RISK CORPORATION    | 8/10/15     | Light bulbs                                                                                                                                                                                     | \$165.00     |
| 34117                     | 691                     | MELISSA J. WIDNER         | 8/10/15     | Truffle program supplies                                                                                                                                                                        | \$34.00      |
| 34118                     | 692                     | NIPSCO                    | 8/10/15     | Gas & Electric Service                                                                                                                                                                          | \$5,498.57   |
| 34119                     | 693                     | OFFICE DEPOT              | 8/10/15     | Address labels, tape, copy paper, contact paper, paper clips, CD/DVD file folders, construction paper, note pads                                                                                | \$389.92     |
| 34120                     | 694                     | PATTY STRINGFELLOW        | 8/10/15     | Mileage 6/11-8/7/15: Management meeting, Branch visit, Demotte Back to School program, Directors' Meeting                                                                                       | \$128.80     |
| 34121                     | 695                     | PRECISION CONTROL SYSTE   | 8/10/15     | Quarterly Invoice for Routine Maintenance @ Rens & DeM(Contract Jan.1 thru Dec. 31, 2015)                                                                                                       | \$2,099.00   |
| 34122                     | 696                     | PROQUEST LLC              | 8/10/15     | Rensselaer Republican Microfilm 9/1-12/31/14                                                                                                                                                    | \$172.12     |
| 34123                     | 697                     | RAYANN GILMORE            | 8/10/15     | DeM. Petty Cash: postage, staff party expenses                                                                                                                                                  | \$25.14      |
| 0                         | 698                     | SAGE PAYMENT SOLUTIONS    | 8/10/15     | Merchant Processing Fees- July 2015 (automatic withdrawal on 8/3/15)                                                                                                                            | \$59.52      |
| 34124                     | 699                     | SMITH OFFICE EQUIPMENT    | 8/10/15     | Sticky notes, felt, chair mats                                                                                                                                                                  | \$222.86     |
| 34125                     | 700                     | ULINE                     | 8/10/15     | DVD cases, CD cases                                                                                                                                                                             | \$519.82     |
| 34126                     | 701                     | UNIQUE MANAGEMENT SERVI   | 8/10/15     | Collections: Initial/Secondary Placements- July 2015                                                                                                                                            | \$187.95     |
| 34127                     | 702                     | WAYFAIR SUPPLY            | 8/10/15     | 5 desks                                                                                                                                                                                         | \$2,100.00   |
| 34128                     | 703                     | WHEATFIELD CHAMBER OF C   | 8/10/15     | Sandhill Crane Festival 10x10 Booth                                                                                                                                                             | \$40.00      |

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| <i>Warrant<br/>Number</i>     | <i>Claim<br/>Number</i> | <i>Name of Claimant</i> | <i>Date</i> | <i>Explanation</i> | <i>Total</i>        |
|-------------------------------|-------------------------|-------------------------|-------------|--------------------|---------------------|
| <hr/>                         |                         |                         |             |                    |                     |
| <b>Total Amount of Claims</b> |                         |                         |             |                    | <b>\$138,497.36</b> |

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, August 10, 2015

\_\_\_\_\_  
Fiscal Officer

### ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$138,497.36

Date this 10<sup>th</sup> day of August, 2015.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.



*Sept*

**Agenda**  
**Jasper County Public Library**  
**Board of Trustees Meeting**  
**Monday, September 14, 2015, 6pm**  
**Wheatfield Public Library**

**Opening of Meeting**

Moment of Silence

**Approval of Consent Agenda & Consent Agenda Items**

Action

Minutes of August Board Meeting  
Bills/Financial Reports  
Salary Ordinance Update (R 7)  
Policy Review (R 10)

**General Business**

2016 Budget Hearing (R 20)  
Wheatfield Library Annual Report (R 20)  
Health Insurance Renewal (R 20)  
Debit/Credit Payment Service (R 20-R 21)  
Bylaw Revision (R 21)  
NILBA Dinner (R 21)

Action  
Information  
Action  
Action  
Action  
Information

**Director's Report** (R 20-R 24)

Information

**Items for Future Agendas**

**Public Forum**

**Adjournment**



## MINUTES

Jasper County Public Library Board of Trustees  
6:00 PM

August 10, 2015  
Rensselaer Library

**Present:** Jody Melton, Timothy Schultz, Janelle Harper, Natalie Waling, Deana George, Patricia Stringfellow, Rayann Gilmore

**Absent:** Mark Heinig, Janet Umlauf

**Agenda & Consent Agenda Approval:** J. Melton moved to add the Salary Ordinance Update to the Consent Agenda and approve the Consent Agenda and Consent Agenda items including the July Board Meeting Minutes, bills/financial reports, Salary Ordinance Update, Art Exhibit/Display Case Use Policy, Bulletin Board Policy, and Photography, Videotaping, & Other Recording Devices Policy as presented, seconded by D. George. Motion passed.

**Oath of Office- Jody Melton:** J. Melton has been reappointed to the Library Board by the Presidents of the KV and West Central School Boards for another four year term. He took his Oath of Office.

**Resolution to Continue in the Public Library Internet Consortium:** In 2005 the Library joined the Public Library Internet Consortium. Annually, the Board is required to resolve to continue as a member. As a member of the Public Library Internet Consortium we receive the e-rate discount portion of the consortium Internet cost. D. George moved to continue in the Consortium, seconded by J. Melton. Motion passed.

**General Milroy Artifacts:** Last year the Board gave permission for two artifacts, the Milroy Valentine and the Battle of the Cedars Map, to be hand delivered to the Indiana State Library for restoration. We have received both back from the State Library. In their final report to us the State Library offered suggestions for framing and display, and we are now ready to move forward with this last portion of the project. Framing will allow us to better store and display these items so that current and future historians may see them. The State Library has recommended Susie Gibbs Framing and Art Gallery in Lafayette, Indiana. Susie has experience in our area with archival quality standards in framing. Board approval is needed to take these items to the gallery in Lafayette so that Susie can see them, offer suggestions, and provide a quote for framing. Monies have been budgeted for this project. T. Schultz moved to allow the Milroy Valentine and the Battle of the Cedars Map be taken off site for framing, seconded by J. Harper. Motion passed.

**Director's Report:** One of the air conditioning compressors that we installed new in July of 2013 has permanently failed at the DeMotte Library. The library experienced intermittent cooling for several days in July and then eventually lost all cooling on July 23. The library was closed for half a day as technicians worked to get our air back on. We have two compressors at the DeMotte Library, and it is the lead compressor that is no longer functioning. Precision set our system to receive air from our second compressor which typically only runs when the lead compressor needs extra cooling power. Precision has advised that the warranty for the lead compressor has expired (it was only a one-year warranty) and that the manufacturer has offered no help in the matter. We have been advised that a new compressor is needed. The cost to replace the lead compressor is \$10,450. Precision has indicated that the manufacturer is willing to inspect the failed compressor. We have asked Precision about the possibility of an independent inspection as well as installing different equipment rather than the same equipment. We are



awaiting a response.

We closed on the DeMotte house on July 17. Insurance is in place and lawn care has been established. The water, gas, and electric services have been switched to our name. We have initiated the process to turn gas and electric service off and to pay the base fee for water at this time. Trash service has been turned off, and we will pay the base fee for sewage for now. Jim Staton still has the keys to the house although we do have access to it. He has a collection of paint cans in the garage that he wishes to dispose of so that we do not have to, so we have agreed to his retaining the keys for now.

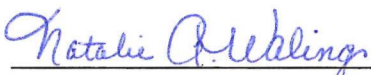
We have ordered our Digital Access Cards and are happy to report that the cost of the cards is being covered by a local sponsor, Rensselaer Rotary Club. P. Stringfellow has been in touch with both KV and Rensselaer Schools about this new service. We are waiting to hear how many cards each school will need. Cards will be distributed in September.

The Library recently received three positive reviews on Facebook. P.Stringfellow shared content with the board.

Construction has started on the Nature Nook at the DeMotte Library. It is progressing beautifully. The board reviewed photos of the work in progress.

**Adjournment:** With no further matters for discussion N. Waling adjourned the meeting at 6:25 PM.

  
Jody Melton, Secretary

  
Attest: Natalie Waling, President Pro-Tem

**CIRCULATION BY HOLDINGS CODE**  
**August 2015**

| ITEM CODE                         | DEMOTTE | RENSSELAER | WHEATFIELD | TOTAL |
|-----------------------------------|---------|------------|------------|-------|
| Award Winner JBIO (DAJBIO)        | 0       | 0          | 0          | 0     |
| Award Winner JE (DAJE)            | 0       | 0          | 0          | 0     |
| Award Winner JFIC (DAJFIC)        | 20      | 4          | 1          | 25    |
| Award Winner JNF (DAJNF)          | 0       | 0          | 0          | 0     |
| Award Winner JPFIC (DAJBPF)       | 0       | 0          | 0          | 0     |
| Award Winning fiction (DAWFIC)    | 1       | 0          | 0          | 1     |
| Award Winning non-fiction (DAWNF) | 0       | 0          | 0          | 0     |
| Award Winner YAFIC (DAYAF)        | 0       | 0          | 0          | 0     |
| Award Winner YAPFIC (DAYPBF)      | 0       | 0          | 0          | 0     |
| Biography (DBIO)                  | 15      | 4          | 3          | 22    |
| Blu-Ray (DBR)                     | 131     | 0          | 1          | 132   |
| Books on CD (DBKCD)               | 202     | 5          | 4          | 211   |
| Books on Tape (DBKT)              | 0       | 0          | 0          | 0     |
| Compact Disc (DCD)                | 191     | 7          | 0          | 198   |
| Digital Audiobooks (DDA)          | 41      | 0          | 0          | 41    |
| DVD (DDVD)                        | 1251    | 55         | 6          | 1312  |
| Equipment (DEQP)                  | 47      | 0          | 0          | 47    |
| See librarian (DERR)              | 0       | 0          | 0          | 0     |
| Express Book (DEXP)               | 27      | 0          | 0          | 27    |
| Fiction (DFIC)                    | 673     | 29         | 20         | 722   |
| Fiction Fantasy (DFICF)           | 7       | 1          | 1          | 9     |
| Fiction Mystery (DFICM)           | 78      | 6          | 1          | 85    |
| Fiction New (DFICNEW)             | 335     | 14         | 11         | 360   |
| Fiction Science Fiction (DFICSF)  | 5       | 0          | 0          | 5     |
| Fiction Western (DFICW)           | 16      | 0          | 0          | 16    |
| Genealogy (DGENE)                 | 0       | 0          | 0          | 0     |
| Genealogy Mag (DGMAG)             | 0       | 0          | 0          | 0     |
| Graphic Novels (DGN)              | 129     | 1          | 0          | 130   |
| Hanging Bags (DHANG)              | 11      | 1          | 0          | 12    |
| ILL (DILL)                        | 52      | 3          | 0          | 55    |
| Internet (DINTER)                 | 887     | 0          | 0          | 887   |
| Juv. Audio book (DJAUDB)          | 9       | 1          | 0          | 10    |
| Juv. Biography (DJBIO)            | 15      | 1          | 0          | 16    |
| Juv. Book on CD (DJBKCD)          | 0       | 0          | 0          | 0     |
| Juv. Book on Tape (DJBKT)         | 0       | 0          | 0          | 0     |
| Juv. Compact Disc (DJCD)          | 31      | 0          | 0          | 31    |
| Juvenile Easy (DJE)               | 600     | 6          | 9          | 615   |
| Juv. Easy Non-fiction (DJENF)     | 43      | 0          | 0          | 43    |
| Juv. Easy Reader (DJER)           | 326     | 1          | 1          | 328   |
| Juv. Fiction (DJFIC)              | 389     | 9          | 2          | 400   |
| Juv. Holiday books (DJHOL)        | 25      | 0          | 0          | 25    |
| Juv. Magazine (DJMAG)             | 39      | 0          | 0          | 39    |
| Juv. Music Cassette (DJMC)        | 0       | 0          | 0          | 0     |
| Juv. Nonfiction (DJNF)            | 187     | 29         | 1          | 217   |
| Juv. Nonfic Text Bk (DJNFTB)      | 0       | 0          | 0          | 0     |
| Juv. Paperback fic (DJPBF)        | 0       | 0          | 0          | 0     |
| Juv. Professional Coll. (DJPRO)   | 0       | 0          | 0          | 0     |
| Juv. Reference (DJREF)            | 0       | 0          | 0          | 0     |
| Juv. Toddler (DJTOD)              | 117     | 0          | 0          | 117   |

|                                 |     |      |    |      |
|---------------------------------|-----|------|----|------|
| Large Print Fiction (DLPF)      | 218 | 11   | 1  | 230  |
| Large Print Nonfic (DLPNF)      | 18  | 0    | 0  | 18   |
| Magazine (DMAG)                 | 561 | 9    | 0  | 570  |
| Music Cassette (DMCAS)          | 0   | 0    | 0  | 0    |
| Nonfiction 000 (DNF000)         | 9   | 1    | 0  | 10   |
| Nonfiction 100 (DNF100)         | 13  | 1    | 0  | 14   |
| Nonfiction 200 (DNF200)         | 24  | 1    | 1  | 26   |
| Nonfiction 300 (DNF300)         | 31  | 8    | 0  | 39   |
| Nonfiction 400 (DNF400)         | 11  | 0    | 0  | 11   |
| Nonfiction 500 (DNF500)         | 22  | 0    | 1  | 23   |
| Nonfiction 600 (DNF600)         | 103 | 5    | 3  | 111  |
| Nonfiction 700 (DNF700)         | 50  | 6    | 0  | 56   |
| Nonfiction 800 (DNF800)         | 14  | 1    | 1  | 16   |
| Nonfiction 900 (DNF900)         | 43  | 3    | 2  | 48   |
| Nonfiction Blu-Ray (DNFBR)      | 2   | 0    | 0  | 2    |
| Nonfiction DVD (DNFDVD)         | 61  | 3    | 1  | 65   |
| Nonfiction (DNFIC)              | 0   | 0    | 0  | 0    |
| Nonfiction New (DNFNEW)         | 65  | 1    | 3  | 69   |
| Nonfiction VHS (DNFVHS)         | 0   | 0    | 0  | 0    |
| Oversize (DOVER)                | 0   | 0    | 0  | 0    |
| Professional Coll. (DPROF)      | 0   | 0    | 0  | 0    |
| Parent Shelf Juv. Fic (DPSJFic) | 0   | 0    | 0  | 0    |
| Parent Shelf Juv. NF (DPSJNF)   | 4   | 0    | 0  | 4    |
| Reference (DREF)                | 0   | 0    | 0  | 0    |
| Ref. Magazine (DRMAG)           | 0   | 0    | 0  | 0    |
| Reference Software (DRSW)       | 0   | 0    | 0  | 0    |
| Spanish Collection (DSPA)       | 9   | 0    | 0  | 9    |
| Software (DSWAR)                | 8   | 0    | 0  | 8    |
| Vertical File (DVF)             | 0   | 0    | 0  | 0    |
| VHS (DVHS)                      | 0   | 0    | 0  | 0    |
| YA Audio book (DYAUDB)          | 7   | 0    | 0  | 7    |
| YA Biography (DYAB)             | 4   | 0    | 0  | 4    |
| YA Books on CD (DYABKCD)        | 0   | 0    | 0  | 0    |
| YA Books on Tape (DYABKT)       | 0   | 0    | 0  | 0    |
| YA Fiction (DYAF)               | 144 | 5    | 16 | 165  |
| YA Music CD (DYACD)             | 0   | 0    | 0  | 0    |
| YA Nonfiction (DYANF)           | 7   | 1    | 0  | 8    |
| YA Paperback Fic (DYAPBF)       | 0   | 0    | 0  | 0    |
| Storage (DZSTO)                 | 20  | 0    | 0  | 20   |
|                                 |     |      |    |      |
| Award Winner JBIO (RAJBIO)      | 0   | 0    | 0  | 0    |
| Award Winner JE (RAJE)          | 0   | 0    | 0  | 0    |
| Award Winner JFIC (RAJFIC)      | 0   | 0    | 0  | 0    |
| Biography (RBIO)                | 4   | 30   | 3  | 37   |
| Blu-Ray (RBR)                   | 3   | 231  | 0  | 234  |
| Books on CD (RBKCD)             | 2   | 163  | 3  | 168  |
| Books on Tape (RBKT)            | 0   | 0    | 0  | 0    |
| Compact Disc (RCD)              | 8   | 216  | 3  | 227  |
| Digital Audiobooks (RDA)        | 0   | 22   | 3  | 25   |
| DVD (RDVD)                      | 44  | 2921 | 24 | 2989 |
| Equipment (REQP)                | 0   | 11   | 0  | 11   |
| See librarian (RERR)            | 0   | 0    | 0  | 0    |
| Express Book (REXP)             | 0   | 35   | 0  | 35   |
| Fiction (RFIC)                  | 32  | 625  | 24 | 681  |
| Fiction New (RFICNEW)           | 23  | 311  | 5  | 339  |

|                                 |    |      |    |      |
|---------------------------------|----|------|----|------|
| Genealogy (RGENE)               | 0  | 0    | 0  | 0    |
| Genealogy Mag (RGMAG)           | 0  | 0    | 0  | 0    |
| Gen. Milroy Coll (RGMIL)        | 0  | 0    | 0  | 0    |
| Graphic Novels (RGN)            | 1  | 183  | 11 | 195  |
| Hanging Bag (RHANG)             | 2  | 6    | 0  | 8    |
| ILL (RILL)                      | 0  | 113  | 1  | 114  |
| Internet (RINTER)               | 0  | 1464 | 0  | 1464 |
| Juv. Audio book (RJAUDB)        | 6  | 12   | 0  | 18   |
| Juv. Biography (RJBIO)          | 6  | 15   | 0  | 21   |
| Juv. Book on CD (RJBKCD)        | 0  | 0    | 0  | 0    |
| Juv. Book on Tape (RJBKT)       | 0  | 0    | 0  | 0    |
| Juv. Compact Disc (RJCD)        | 1  | 13   | 0  | 14   |
| Juvenile Easy (RJE)             | 8  | 560  | 4  | 572  |
| Juv. Easy Non-fiction (RJENF)   | 1  | 69   | 0  | 70   |
| Juv. Easy Reader (RJER)         | 2  | 393  | 0  | 395  |
| Juv. Fiction (RJFIC)            | 9  | 622  | 2  | 633  |
| Juv. Magazine (RJMAG)           | 0  | 29   | 0  | 29   |
| Juv. Music Cassette (RJMC)      | 0  | 0    | 0  | 0    |
| Juv. Nonfiction (RJNF)          | 11 | 320  | 1  | 332  |
| Juv. Paperback fic (RJPBF)      | 0  | 0    | 0  | 0    |
| Juv. Professional Coll. (RJPRO) | 0  | 0    | 0  | 0    |
| Juv. Reference (RJREF)          | 0  | 1    | 0  | 1    |
| Juv. Toddler (RJ TOD)           | 0  | 121  | 1  | 122  |
| Large Print Fiction (RLPF)      | 25 | 239  | 1  | 265  |
| Large Print Nonfic (RLPNF)      | 1  | 8    | 1  | 10   |
| Magazine (RMAG)                 | 4  | 450  | 1  | 455  |
| Music Cassette (RMCAS)          | 0  | 0    | 0  | 0    |
| Non-Fiction 000 (RNF000)        | 4  | 4    | 2  | 10   |
| Non-Fiction 100 (RNF100)        | 1  | 19   | 2  | 22   |
| Non-Fiction 200 (RNF200)        | 2  | 15   | 0  | 17   |
| Non-Fiction 300 (RNF300)        | 9  | 61   | 0  | 70   |
| Non-Fiction 400 (RNF400)        | 0  | 7    | 2  | 9    |
| Non-Fiction 500 (RNF500)        | 0  | 32   | 0  | 32   |
| Non-Fiction 600 (RNF600)        | 19 | 162  | 7  | 188  |
| Non-Fiction 700 (RNF700)        | 11 | 127  | 0  | 138  |
| Non-Fiction 800 (RNF800)        | 0  | 13   | 0  | 13   |
| Non-Fiction 900 (RNF900)        | 7  | 47   | 4  | 58   |
| Nonfiction Blu-Ray (RNFB R)     | 0  | 7    | 0  | 7    |
| Nonfiction DVD (RNFDVD)         | 3  | 230  | 0  | 233  |
| Nonfiction (RNFIC)              | 0  | 1    | 0  | 1    |
| Nonfiction new (RNFNEW)         | 12 | 149  | 8  | 169  |
| Nonfiction VHS (RNFVHS)         | 0  | 0    | 0  | 0    |
| Oversize (ROVER)                | 0  | 2    | 0  | 2    |
| Professional Coll. (RPRO)       | 0  | 3    | 0  | 3    |
| Reference (REF)                 | 0  | 0    | 0  | 0    |
| Reference Business (RREFB)      | 0  | 0    | 0  | 0    |
| Ref. Magazine (RRMAG)           | 0  | 0    | 0  | 0    |
| Ready Reference (RRR)           | 0  | 0    | 0  | 0    |
| Reference Software (RRSW)       | 0  | 0    | 0  | 0    |
| Spanish Collection (RSPA)       | 0  | 8    | 1  | 9    |
| Software (RSWAR)                | 0  | 6    | 0  | 6    |
| Vertical File (RVF)             | 0  | 0    | 0  | 0    |
| VHS (RVHS)                      | 0  | 0    | 0  | 0    |
| YA Audio book (RYAUDB)          | 0  | 9    | 0  | 9    |
| YA Biography (RYAB)             | 0  | 1    | 0  | 1    |

|                                  |    |     |      |      |
|----------------------------------|----|-----|------|------|
| YA Books on CD (RYABKCD)         | 0  | 0   | 0    | 0    |
| YA Books on Tape (RYABKT)        | 0  | 0   | 0    | 0    |
| YA Fiction (RYAF)                | 8  | 116 | 8    | 132  |
| YA Music CD (RYACD)              | 0  | 29  | 0    | 29   |
| YA Nonfiction (RYANF)            | 0  | 12  | 0    | 12   |
| YA Paperback Fic (RYAPBF)        | 0  | 0   | 0    | 0    |
| Storage (RZSTO)                  | 0  | 0   | 0    | 0    |
| <br>                             |    |     |      |      |
| Award Winner JE (WAJE)           | 0  | 0   | 0    | 0    |
| Biography (WBIO)                 | 3  | 1   | 10   | 14   |
| Blu-Ray (WBR)                    | 1  | 0   | 115  | 116  |
| Books on CD (WBKCD)              | 17 | 22  | 114  | 153  |
| Books on Tape (WBKT)             | 0  | 0   | 0    | 0    |
| Compact Disc (WCD)               | 7  | 7   | 389  | 403  |
| Digital Audiobooks (WDA)         | 0  | 1   | 17   | 18   |
| DVD (WDVD)                       | 16 | 28  | 1865 | 1909 |
| Equipment (WEQP)                 | 0  | 0   | 24   | 24   |
| See librarian (WERR)             | 0  | 0   | 0    | 0    |
| Express Book (WEXP)              | 0  | 0   | 15   | 15   |
| Fiction (WFIC)                   | 37 | 20  | 317  | 374  |
| Fiction Fantasy (WFICF)          | 0  | 2   | 13   | 15   |
| Fiction Mystery (WFICM)          | 6  | 8   | 53   | 67   |
| Fiction New (WFICNEW)            | 26 | 11  | 267  | 304  |
| Fiction Science Fiction (WFICSF) | 4  | 1   | 4    | 9    |
| Fiction Western (WFICW)          | 0  | 0   | 6    | 6    |
| Genealogy (WGENE)                | 0  | 0   | 0    | 0    |
| Genealogy Mag (WGMAG)            | 0  | 0   | 0    | 0    |
| Graphic Novels (WGN)             | 7  | 0   | 33   | 40   |
| Hanging Bags (WHANG)             | 0  | 0   | 5    | 5    |
| ILL (WILL)                       | 1  | 3   | 33   | 37   |
| Internet (WINTER)                | 0  | 0   | 425  | 425  |
| Juv. Audio book (WJAUDB)         | 0  | 2   | 11   | 13   |
| Juv. Biography (WJBIO)           | 6  | 0   | 6    | 12   |
| Juv. Book on CD (WJBKCD)         | 0  | 0   | 0    | 0    |
| Juv. Book on Tape (WJBKT)        | 0  | 0   | 0    | 0    |
| Juv. Compact Disc (WJCD)         | 9  | 0   | 35   | 44   |
| Juvenile Easy (WJE)              | 14 | 17  | 287  | 318  |
| Juv. Easy Non-fiction (WJENF)    | 0  | 1   | 48   | 49   |
| Juv. Easy Reader (WJER)          | 15 | 0   | 195  | 210  |
| Juv. Fiction (WJFIC)             | 17 | 7   | 225  | 249  |
| Juv. Magazine (WJMAG)            | 0  | 0   | 9    | 9    |
| Juv. Music Cassette (WJMC)       | 0  | 0   | 0    | 0    |
| Juv. Nonfiction (WJNF)           | 12 | 21  | 160  | 193  |
| Juv. Paperback fic (WJPBF)       | 0  | 0   | 0    | 0    |
| Juv. Professional Coll. (WJPRO)  | 0  | 0   | 0    | 0    |
| Juv. Reference (WJREF)           | 0  | 0   | 0    | 0    |
| Juv. Toddler (WJTOD)             | 8  | 0   | 115  | 123  |
| Large Print Fiction (WLPF)       | 10 | 17  | 114  | 141  |
| Large Print Nonfic (WLPNF)       | 0  | 1   | 2    | 3    |
| Magazine (WMAG)                  | 44 | 0   | 312  | 356  |
| Non-Fiction 000 (WNF000)         | 2  | 0   | 5    | 7    |
| Non-Fiction 100 (WNF100)         | 0  | 1   | 1    | 2    |
| Non-Fiction 200 (WNF200)         | 2  | 1   | 8    | 11   |
| Non-Fiction 300 (WNF300)         | 0  | 1   | 9    | 10   |
| Non-Fiction 400 (WNF400)         | 0  | 1   | 0    | 1    |

|                               |      |       |      |       |
|-------------------------------|------|-------|------|-------|
| Non-Fiction 500 (WNF500)      | 0    | 1     | 5    | 6     |
| Non-Fiction 600 (WNF600)      | 6    | 3     | 61   | 70    |
| Non-Fiction 700 (WNF700)      | 3    | 2     | 16   | 21    |
| Non-Fiction 800 (WNF800)      | 0    | 0     | 3    | 3     |
| Non-Fiction 900 (WNF900)      | 10   | 4     | 14   | 28    |
| Nonfiction Blu-Ray (WNFBR)    | 0    | 0     | 2    | 2     |
| Nonfiction DVD (WNFDVD)       | 3    | 1     | 96   | 100   |
| Nonfiction (WNFIC)            | 0    | 0     | 0    | 0     |
| Nonfiction New (WNFNEW)       | 17   | 12    | 68   | 97    |
| Nonfiction VHS (WNFVHS)       | 0    | 0     | 0    | 0     |
| Professional Coll. (WPROF)    | 0    | 0     | 0    | 0     |
| Parent Shelf Juv. Fic (WPJF)  | 0    | 0     | 0    | 0     |
| Parent Shelf Juv. NF (WPSJNF) | 0    | 0     | 0    | 0     |
| Reference (WREF)              | 0    | 0     | 0    | 0     |
| Ref. Magazine (WRMAG)         | 0    | 0     | 0    | 0     |
| Reference Software (WRSWAR)   | 0    | 0     | 0    | 0     |
| Spanish Collection (WSPA)     | 0    | 0     | 3    | 3     |
| Software (WSWAR)              | 0    | 0     | 0    | 0     |
| Vertical File (WVF)           | 0    | 0     | 4    | 4     |
| VHS (WVHS)                    | 0    | 0     | 1    | 1     |
| YA Audio book (WYAADB)        | 2    | 0     | 0    | 2     |
| YA Biography (WYAB)           | 0    | 0     | 4    | 4     |
| YA Books on CD (WYABKCD)      | 0    | 0     | 4    | 4     |
| YA Books on Tape (WYABKT)     | 0    | 0     | 0    | 0     |
| YA Fiction (WYAF)             | 14   | 14    | 192  | 220   |
| YA Music CD (WYACD)           | 0    | 0     | 0    | 0     |
| YA Nonfiction (WYANF)         | 2    | 3     | 12   | 17    |
| YA Paperback Fic (WYAPBF)     | 0    | 0     | 0    | 0     |
| Storage (WZSTO)               | 0    | 0     | 0    | 0     |
| TOTAL                         | 7938 | 10690 | 5944 | 24572 |

**CIRCULATION BY HOLDINGS CODE**  
**August 2015**

| ITEM CODE                         | DEMOTTE | RENSSELAER | WHEATFIELD | TOTAL |
|-----------------------------------|---------|------------|------------|-------|
| Award Winner JBIO (AJBIO)         | 0       | 0          | 0          | 0     |
| Award Winner JE (AJE)             | 0       | 0          | 0          | 0     |
| Award Winner JFIC (AJFIC)         | 20      | 4          | 1          | 25    |
| Award Winner JNF (AJNF)           | 0       | 0          | 0          | 0     |
| Award Winner JPFIC (AJPF)         | 0       | 0          | 0          | 0     |
| Award Winning fiction (AWFIC)     | 1       | 0          | 0          | 1     |
| Award Winning non-fiction (AWNFI) | 0       | 0          | 0          | 0     |
| Award Winner YAFIC (AYAF)         | 0       | 0          | 0          | 0     |
| Award Winner YAPFIC (YAYPBF)      | 0       | 0          | 0          | 0     |
| Biography (BIO)                   | 22      | 35         | 16         | 73    |
| Blu-Ray (BR)                      | 137     | 238        | 118        | 493   |
| Books on CD (BKCD)                | 221     | 190        | 121        | 532   |
| Books on Tape (BKT)               | 0       | 0          | 0          | 0     |
| Compact Disc (CD)                 | 206     | 230        | 392        | 828   |
| Digital Audiobooks (DA)           | 41      | 23         | 20         | 84    |
| DVD (DVD)                         | 1311    | 3004       | 1895       | 6210  |
| Equipment (EQP)                   | 47      | 11         | 24         | 82    |
| See librarian (ERR)               | 0       | 0          | 0          | 0     |

|                                 |     |      |     |      |
|---------------------------------|-----|------|-----|------|
| Express Book (EXP)              | 27  | 35   | 15  | 77   |
| Fiction (FIC)                   | 742 | 674  | 361 | 1777 |
| Fiction Fantasy (FICF)          | 7   | 3    | 14  | 24   |
| Fiction Mystery (FICM)          | 84  | 14   | 54  | 152  |
| Fiction New (FICNEW)            | 384 | 336  | 283 | 1003 |
| Fiction Science Fiction (FICSF) | 9   | 1    | 4   | 14   |
| Fiction Western (FICW)          | 16  | 0    | 6   | 22   |
| Genealogy (GENE)                | 0   | 0    | 0   | 0    |
| Genealogy Mag (GMAG)            | 0   | 0    | 0   | 0    |
| Gen. Milroy Coll (GMIL)         | 0   | 0    | 0   | 0    |
| Graphic Novels (GN)             | 137 | 184  | 44  | 365  |
| Hanging Bags (HANG)             | 13  | 7    | 5   | 25   |
| ILL (ILL)                       | 53  | 119  | 34  | 206  |
| Internet (INTR)                 | 887 | 1464 | 425 | 2776 |
| Juv. Audio book (JAUDB)         | 15  | 15   | 11  | 41   |
| Juv. Biography (JBIO)           | 27  | 16   | 6   | 49   |
| Juv. Book on CD (JBOD)          | 0   | 0    | 0   | 0    |
| Juv. Book on Tape (JBKT)        | 0   | 0    | 0   | 0    |
| Juv. Compact Disc (JCD)         | 41  | 13   | 35  | 89   |
| Juvenile Easy (JE)              | 622 | 583  | 300 | 1505 |
| Juv. Easy Non-Fiction (JENF)    | 44  | 70   | 48  | 162  |
| Juv. Easy Reader (JER)          | 343 | 394  | 196 | 933  |
| Juv. Fiction (JFIC)             | 415 | 638  | 229 | 1282 |
| Juv. Holiday (JHOL)             | 25  | 0    | 0   | 25   |
| Juv. Magazine (JMAG)            | 39  | 29   | 9   | 77   |
| Juv. Music Cassette (JMC)       | 0   | 0    | 0   | 0    |
| Juv. Nonfiction (JNF)           | 210 | 370  | 162 | 742  |
| Juv. Nonfic Text Bk (JNFT)      | 0   | 0    | 0   | 0    |
| Juv. Paperback fic (JPBF)       | 0   | 0    | 0   | 0    |
| Juv. Professional Coll. (JPRO)  | 0   | 0    | 0   | 0    |
| Juv. Reference (JREF)           | 0   | 1    | 0   | 1    |
| Juv. Toddler (JTOD)             | 125 | 121  | 116 | 362  |
| Large Print Fiction (LPF)       | 253 | 267  | 116 | 636  |
| Large Print Nonfic (LPNF)       | 19  | 9    | 3   | 31   |
| Magazine (MAG)                  | 609 | 459  | 313 | 1381 |
| Music Cassette (MCAS)           | 0   | 0    | 0   | 0    |
| Non-Fiction 000 (NF000)         | 15  | 5    | 7   | 27   |
| Non-Fiction 100 (NF100)         | 14  | 21   | 3   | 38   |
| Non-Fiction 200 (NF200)         | 28  | 17   | 9   | 54   |
| Non-Fiction 300 (NF300)         | 40  | 70   | 9   | 119  |
| Non-Fiction 400 (NF400)         | 11  | 8    | 2   | 21   |
| Non-Fiction 500 (NF500)         | 22  | 33   | 6   | 61   |
| Non-Fiction 600 (NF600)         | 128 | 170  | 71  | 369  |
| Non-Fiction 700 (NF700)         | 64  | 135  | 16  | 215  |
| Non-Fiction 800 (NF800)         | 14  | 14   | 4   | 32   |
| Non-Fiction 900 (NF900)         | 60  | 54   | 20  | 134  |
| Non-Fiction Blu-Ray (NFBR)      | 0   | 0    | 0   | 0    |
| Non-Fiction DVD (NFDVD)         | 67  | 234  | 97  | 398  |
| Nonfiction (NFIC)               | 0   | 1    | 0   | 1    |
| Nonfiction New (NFNEW)          | 94  | 162  | 79  | 335  |
| Nonfiction VHS (NFVH)           | 0   | 0    | 0   | 0    |
| Oversize (OVER)                 | 0   | 2    | 0   | 2    |
| Professional Coll. (PROF)       | 0   | 3    | 0   | 3    |
| Parent Shelf Juv. Fic (PJF)     | 0   | 0    | 0   | 0    |
| Parent Shelf Juv. NF (PSJNF)    | 4   | 0    | 0   | 4    |



|                            |             |              |             |              |
|----------------------------|-------------|--------------|-------------|--------------|
| Reference (REF)            | 61          | 124          | 68          | 253          |
| Reference Business (REFB)  | 0           | 0            | 0           | 0            |
| Ref. Magazine (RMAG)       | 0           | 0            | 0           | 0            |
| Ready Reference (RRR)      | 0           | 0            | 0           | 0            |
| Reference Software (RSWAR) | 0           | 0            | 0           | 0            |
| Spanish Collection (SPA)   | 9           | 8            | 4           | 21           |
| Software (SWAR)            | 8           | 6            | 0           | 14           |
| Vertical File (VF)         | 0           | 0            | 4           | 4            |
| VHS                        | 0           | 0            | 1           | 1            |
| YA Audio book (YAUDB)      | 9           | 9            | 0           | 18           |
| YA Biography (YAB)         | 4           | 1            | 4           | 9            |
| YA Books on CD (YABKCD)    | 0           | 0            | 4           | 4            |
| YA Books on Tape (YABKT)   | 0           | 0            | 0           | 0            |
| YA Fiction (YAF)           | 166         | 135          | 216         | 517          |
| YA Music CD (YACD)         | 0           | 29           | 0           | 29           |
| YA Nonfiction (YANF)       | 9           | 16           | 12          | 37           |
| YA Paperback Fic (YAPBF)   | 0           | 0            | 0           | 0            |
| Storage (ZSTO)             | 20          | 0            | 0           | 20           |
|                            |             |              |             | 0            |
| Free reads                 | 639         | 378          | 66          | 1083         |
| Games/Puzzles              | 9           | 42           | 0           | 51           |
| Talking books              | 0           | 0            | 0           | 0            |
| Assignment Shelf Books     | 0           | 0            | 0           | 0            |
| <b>TOTAL</b>               | <b>8647</b> | <b>11234</b> | <b>6078</b> | <b>25959</b> |

|                                      | DeMotte      | Rensselaer   | Wheatfield   |              |
|--------------------------------------|--------------|--------------|--------------|--------------|
| <b>ADULT BOOKS</b>                   |              |              |              |              |
| Fiction                              | 2181         | 1708         | 919          | 4808         |
| Nonfiction                           | 654          | 990          | 351          | 1995         |
| <b>CHILDREN'S BOOKS</b>              |              |              |              |              |
| Fiction                              | 1526         | 1740         | 842          | 4108         |
| Nonfiction                           | 310          | 457          | 216          | 983          |
| <b>YA BOOKS</b>                      |              |              |              |              |
| Fiction                              | 303          | 319          | 260          | 882          |
| Nonfiction                           | 13           | 17           | 16           | 46           |
| Magazines, Adult                     | 609          | 459          | 313          | 1381         |
| Magazines, Children                  | 39           | 29           | 9            | 77           |
| Sound Recordings, adult              | 477          | 452          | 537          | 1466         |
| Sound Recordings, ch                 | 69           | 64           | 51           | 184          |
| Online databases                     | 0            | 0            | 0            | 0            |
| Software                             | 8            | 6            | 0            | 14           |
| Vertical file                        | 0            | 0            | 4            | 4            |
| VHS/DVD/Blu-Ray                      | 1515         | 3476         | 2111         | 7102         |
| Equipment                            | 47           | 11           | 24           | 82           |
| <b>Total</b>                         | <b>7751</b>  | <b>9728</b>  | <b>5653</b>  | <b>23132</b> |
| <b>A-V Circulation</b>               | <b>2069</b>  | <b>3998</b>  | <b>2699</b>  | <b>8766</b>  |
| <b>A-V Circulation as % of total</b> | <b>26.7%</b> | <b>41.1%</b> | <b>47.7%</b> | <b>37.9%</b> |

**August 2015**

[illegible][illegible]R3

| <b>DEMOTTE COLLECTION</b> |                     | <b>RENSSELAER COLLECTION</b> |                     | <b>WHEATFIELD COLLECTION</b> |                     |
|---------------------------|---------------------|------------------------------|---------------------|------------------------------|---------------------|
| <b>Start of Month</b>     | <b>End of Month</b> | <b>Start of Month</b>        | <b>End of Month</b> | <b>Start of Month</b>        | <b>End of Month</b> |
| Volumes                   | Volumes             | Volumes                      | Volumes             | Volumes                      | Volumes             |
|                           |                     |                              |                     |                              |                     |
| 20,575                    | 20,715              | 14,534                       | 14,651              | 15,827                       | 15,945              |
| 20,740                    | 20,789              | 21,034                       | 21,025              | 10,234                       | 10,280              |
|                           |                     |                              |                     |                              |                     |
| 15,113                    | 15,192              | 13,597                       | 13,686              | 11,858                       | 11,883              |
| 8,741                     | 8,842               | 6,974                        | 7,074               | 6,165                        | 6,240               |
|                           |                     |                              |                     |                              |                     |
| 2,476                     | 2,432               | 3,160                        | 3,153               | 2,806                        | 2,681               |
| 610                       | 610                 | 713                          | 689                 | 151                          | 154                 |
|                           |                     |                              |                     |                              |                     |
| 0                         | 0                   | 20                           | 20                  | 0                            | 0                   |
| 3,672                     | 3,695               | 4,316                        | 4,324               | 4,282                        | 4,261               |
| 604                       | 605                 | 634                          | 656                 | 888                          | 888                 |
| 18                        | 18                  | 29                           | 29                  | 7                            | 7                   |
| 211                       | 211                 | 307                          | 224                 | -11                          | -11                 |
| -60                       | -60                 |                              |                     | 4                            | 4                   |
| 4,490                     | 4,589               | 9,121                        | 9,213               | 4,946                        | 5,014               |
| 118                       | 118                 | 142                          | 142                 | 57                           | 57                  |
| 77,308                    | 77,756              | 74,581                       | 74,886              | 57,214                       | 57,403              |

# JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

## August 2015

|                                    | DeMotte |      | Rensselaer |      | Wheatfield |      | TOTAL | HOURS<br>SPENT |
|------------------------------------|---------|------|------------|------|------------|------|-------|----------------|
|                                    |         | Hrs. |            | Hrs. |            | Hrs. |       |                |
| INTRALIBRARY LOANS FILLED          | 191     | 41   | 226        | 49   | 267        | 58   | 684   | 148            |
| LOCAL HISTORY                      |         |      |            |      |            |      |       |                |
| In person                          | 3       | 1    | 5          | 1    | 0          | 0    | 8     | 2              |
| Letters written                    | 5       | 5    | 5          | 5    | 0          | 0    | 10    | 10             |
| IN-HOUSE USE - HARDWARE/SOFTWARE   |         |      |            |      |            |      |       |                |
| Internet use-Wired                 | 887     | 37   | 1464       | 61   | 425        | 18   | 2776  | 116            |
| Internet use-Wireless              | 2356    |      | 3379       |      | 713        |      | 6448  |                |
| Computer software used             | 185     | 15   | 185        | 15   | 91         | 8    | 461   | 38             |
| VCR Use                            | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0              |
| Microforms                         | 0       | 0    | 14         | 2    | 0          | 0    | 14    | 2              |
| CD ROM/Online databases            | 145     | 12   | 175        | 15   | 21         | 2    | 341   | 28             |
| Typewriter use                     | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0              |
| Other equipment used               | 8       | 3    | 1          | 0    | 12         | 4    | 21    | 7              |
| OTHER LIBRARY SERVICES USED        |         |      |            |      |            |      |       |                |
| One-on-One Instruction             | 9       |      | 9          |      | 2          |      | 20    |                |
| Outreach activities                | 60      | 60   | 16         | 11   | 0          | 0    | 76    | 51             |
| Notarized documents                | 12      | 3    | 5          | 1    | 8          | 2    | 25    | 6              |
| Meeting Room Use (no. of group)    | 34      | 11   | 56         | 19   | 26         | 9    | 116   | 39             |
| Study room use                     | 10      | 1    | 42         | 4    | 30         | 3    | 82    | 7              |
| Proctoring                         | 2       | 1    | 0          | 0    | 0          | 0    | 2     | 1              |
| Tax Forms distributed              | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0              |
| Pull Requests                      | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0              |
| E-books downloaded                 |         |      |            |      |            |      | 1220  |                |
| IN-HOUSE USE ITEMS                 | 135     |      | 288        |      | 108        |      | 531   |                |
| SELF-CHECKOUT USE                  | 184     |      | 964        |      | 292        |      | 1440  |                |
| INTERLIBRARY LOANS                 |         |      |            |      |            |      |       |                |
| Requests made for:                 | 72      | 18   | 78         | 20   | 54         | 14   | 204   | 51             |
| Items rec'd for:                   | 61      | 31   | 124        | 62   | 68         | 34   | 253   | 127            |
| Items requested by other libraries | 0       |      | 0          |      | 0          |      | 0     |                |
| Items supplied to other libraries  | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0              |

## REGISTRATIONS

|                             |      |      |      |       |
|-----------------------------|------|------|------|-------|
| Total Borrowers             | 8238 | 8569 | 5062 | 21869 |
| Non-resident, paying        | 1    | 0    | 0    | 1     |
| PLAC card users             | 0    | 3    | 1    | 4     |
| Reciprocal borrowers        | 332  | 529  | 142  | 1003  |
| Number of New Patrons Added | 40   | 44   | 29   |       |

## PROGRAMS

| DeMotte | Rensselaer | Wheatfield | TOTAL | HOURS<br>SPENT |
|---------|------------|------------|-------|----------------|
| Hrs.    | Hrs.       | Hrs.       |       |                |

|                                            |            |            |            |            |            |            |             |            |
|--------------------------------------------|------------|------------|------------|------------|------------|------------|-------------|------------|
| <b>Programs for all ages</b>               | 1          | 6          | 1          | 6          | 1          | 6          | 3           | 18         |
| <b>Children's Programs (0-13)</b>          | 6          | 36         | 6          | 36         | 4          | 24         | 16          | 96         |
| <b>Number attending</b>                    | 65         |            | 62         |            | 478        |            | 605         |            |
| <b>YA Programs (14-17)</b>                 | 1          | 6          | 1          | 6          | 1          | 6          | 3           | 18         |
| <b>Number attending</b>                    | 7          |            | 8          |            | 70         |            | 85          |            |
| <b>Adult Programs</b>                      | 2          | 12         | 7          | 42         | 0          | 0          | 9           | 54         |
| <b>Number attending</b>                    | 89         |            | 67         |            | 258        |            | 414         |            |
| <b>Senior Citizen Programs</b>             | 10         | 60         | 2          | 12         | 3          | 18         | 15          | 90         |
| <b>Number attending</b>                    | 52         |            | 32         |            | 68         |            | 152         |            |
| <b>Total Number of Programs</b>            | <b>20</b>  | <b>120</b> | <b>17</b>  | <b>102</b> | <b>9</b>   | <b>54</b>  | <b>46</b>   | <b>276</b> |
| <b>Total Persons Attending</b>             | <b>213</b> |            | <b>169</b> |            | <b>874</b> |            | <b>1256</b> |            |
| <b>Total Attending Same Month Last Yr.</b> | <b>304</b> |            | <b>194</b> |            | <b>167</b> |            | <b>665</b>  |            |
| <b>Total Staff Hours Spent</b>             |            | <b>359</b> |            | <b>366</b> |            | <b>204</b> | <b>929</b>  | <b>909</b> |
| <b>Total Number of In-House Program</b>    | <b>17</b>  |            | <b>16</b>  |            | <b>8</b>   |            | <b>41</b>   |            |
| <b>Total Attendance</b>                    | <b>201</b> |            | <b>129</b> |            | <b>159</b> |            | <b>489</b>  |            |
| <b>Total Number of Outreach Program</b>    | <b>3</b>   |            | <b>1</b>   |            | <b>1</b>   |            | <b>5</b>    |            |
| <b>Total Attendance</b>                    | <b>12</b>  |            | <b>40</b>  |            | <b>715</b> |            | <b>767</b>  |            |

### CIRCULATION BY PATRON CODE

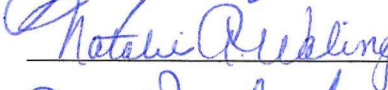
| PATRONS                                | DeMotte         |               | Rensselaer      |               | Wheatfield      |               | ALL LIBRARIES   |               |
|----------------------------------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|
|                                        | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total |
| Adult                                  | 5762            | 74.8%         | 6537            | 67.8%         | 3915            | 70.1%         | 16214           | 70.7%         |
| Corporate                              | 17              | 0.2%          | 58              | 0.6%          | 0               | 0.0%          | 75              | 0.3%          |
| Juvenile 0-11                          | 46              | 0.6%          | 206             | 2.1%          | 15              | 0.3%          | 267             | 1.2%          |
| Juvenile-AV                            | 687             | 8.9%          | 1181            | 12.2%         | 495             | 8.9%          | 2363            | 10.3%         |
| Nonresident No Fee                     | 0               | 0.0%          | 0               | 0.0%          | 5               | 0.1%          | 5               | 0.0%          |
| Nonresident Fee                        | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| PLAC (state library card)              | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| Reciprocal Adult                       | 191             | 2.5%          | 304             | 3.2%          | 131             | 2.3%          | 626             | 2.7%          |
| Reciprocal Juvenile                    | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| Reciprocal Juvenile AV                 | 0               | 0.0%          | 37              | 0.4%          | 0               | 0.0%          | 37              | 0.2%          |
| Reciprocal YA                          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| Reciprocal YA AV                       | 0               | 0.0%          | 2               | 0.0%          | 0               | 0.0%          | 2               | 0.0%          |
| School                                 | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| School AV                              | 0               | 0.0%          | 12              | 0.1%          | 0               | 0.0%          | 12              | 0.1%          |
| St. Joseph College                     | 0               | 0.0%          | 64              | 0.7%          | 0               | 0.0%          | 64              | 0.3%          |
| Staff                                  | 600             | 7.8%          | 716             | 7.4%          | 487             | 8.7%          | 1803            | 7.9%          |
| Walking books                          | 128             | 1.7%          | 123             | 1.3%          | 0               | 0.0%          | 251             | 1.1%          |
| YA 12-17                               | 11              | 0.1%          | 16              | 0.2%          | 10              | 0.2%          | 37              | 5.1%          |
| YA-AV                                  | 257             | 3.3%          | 390             | 4.0%          | 527             | 9.4%          | 1174            | 5.1%          |
| <b>Total</b>                           | <b>7699</b>     |               | <b>9646</b>     |               | <b>5585</b>     |               | <b>22930</b>    |               |
| <br>All items borrowed by nonresidents | <br>191         | <br>2.5%      | <br>419         | <br>4.3%      | <br>136         | <br>2.4%      | <br>746         | <br>3.3%      |

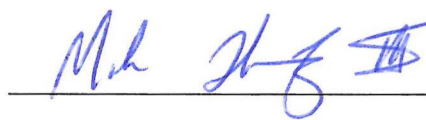
**Salary Ordinance 2015  
Updated 9/14/15**

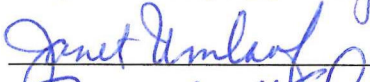
| Name                     | Classification | Hrly Wage | Start Date | Hrs Worked | Library |
|--------------------------|----------------|-----------|------------|------------|---------|
| Sandra Sondag-Stephenson | Page           | \$7.25    | 8/17/15    | 10         | D       |
| Asia Lintner             | Page           | \$7.25    | 9/1/15     | 10         | R       |
| Brianna Vanderhere       | Page           | \$7.25    | 9/2/15     | 10         | D       |
| Debbie Kristoff          | Librarian I    | \$16.57   | 8/16/15    | 40         | D       |

We have hired Sandra Sondag-Stephenson as DeMotte Page, replacing Alex Steinberg who no longer works for the library. We have hired Asia Lintner as Rensselaer Page, replacing Isabella Peshewa who no longer works for the library. We have hired Brianna Vanderhere as DeMotte Page, replacing Caitlyn Barnes who no longer works for the library. Debbie Kristoff has been promoted to Librarian I having completed 5 Master level classes required for an LC4 Indiana Library Certification.

We have examined and approved the changes to the 2015 Jasper County Public Library Salary Ordinance. Dated 9/14/15.

  
\_\_\_\_\_  
  
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**Bylaws of the Board of Trustees  
of the  
Jasper County Public Library**

**ARTICLE I**

**ORGANIZATION**

- Section 1    **Name**. The name of this board shall be the Board of Trustees of the Jasper County Public Library, hereinafter referred to as "the Board". The Jasper County Public Library will be hereinafter referred to as "the Library."
- Section 2    **Organization**. The Library is a Class One Public Library operating under the Public Library Law of 1947 and the Library Services Authority of 1967 of the State of Indiana. The Board exercises the powers and authority and assumes the responsibilities delegated to it under the provisions of I.C. 36-12.
- Section 3    Geographical boundaries of the Library and taxed library district include all of Jasper County, Indiana, with the exception of Remington and Carpenter Township.

**ARTICLE II**

**STATUTORY AUTHORITY**

The Board shall govern and set policy for all of the affairs of the public library under the provisions of I.C. 36-12-3-3. It may make rules for the discharge of its responsibilities, and it may manage and insure all real property belonging to the public library.

**ARTICLE III**

**PURPOSE AND DUTIES**

- Section 1    The Board shall govern and set written policy for the library. It has the power to make all rules and regulations for the discharge of its responsibility.
- Section 2    The Board shall employ a competent and qualified library Director to carry out its policies, under provisions of I.C. 36-12-2-24.



- Section 3 The Board shall plan for the future of the library in light of the needs of the community, securing adequate facilities and funds to carry out the library's program of service.
- Section 4 The Board shall monitor and evaluate the overall effectiveness of the library.
- Section 5 The Board shall act as an advocate for the library in the community and advocate for the community as a Board.

#### **ARTICLE IV**

##### **TRUSTEES**

- Section 1 **Appointments**. The application, appointment, term and removal of trustees shall be in accordance with provisions of I.C. 36-12-2-7 to 9 and I.C. 36-12-2-11 and I.C. 36-12-2-18 to 20.
- Section 2 **Compensation**. According to the provisions of I.C. 36-12-2-21, members of the Board shall serve without compensation. A board member may not serve as a paid employee of the public library.

#### **ARTICLE V**

##### **MEETINGS**

- Section 1 **Open Door Law**. Meetings of the Board are subject to Indiana's Open Door Law, I.C. 5-14-1.5. All meetings of the Board, except necessary executive sessions, shall be open to the public.
- Section 2 **Meetings**. The Board shall meet at least monthly, and at any other times a meeting is necessary, under provisions of I.C. 36-12-2-23.
- Section 3 **Regular monthly meetings**. Meetings will be held in the second week of the month.

Ten meetings will be held at the Rensselaer Library, one meeting per year will be held at the DeMotte Library and one per year at the Wheatfield Library. Dates and places for the following year will be determined annually. A Board of Finance meeting will be held annually in January.

Section 4     **Special meetings.** Special meetings may be called by the President or by any two board members, provided that all members are given prior notice, written or oral, of the date, time, place and purpose of such meetings, according to provisions of I.C. 36-12-2-23. Public notice must also be given of such meetings, in accordance with provisions of I.C. 5-14-1.5-5.

Section 5     **Executive sessions.** Executive sessions may be called by the President or any two (2) Board members and must appear on the agenda of the meeting. Executive sessions may be held only in the following instances under provisions of I.C. 5-14-1.5-6 :

where authorized by federal or state statute

for discussion of strategy with respect to: collective bargaining; initiation of litigation or pending or threatened litigation; the implementation of security systems; the purchase or lease of real property

interview with industrial or commercial prospects or their agents

with respect to any employee's status or alleged misconduct

for discussion of confidential records

to discuss job performance evaluation of individual employees

Section 6     **Quorum.** For all board meetings, four (4) members shall constitute a quorum.

Section 7     **Majority vote.** An affirmative vote of the majority of all board members present shall be necessary to approve any action before the board.

Section 8     **Conduct of meetings.** Conduct of all meetings will be according to the most recently revised edition of Robert's Rules of Order.

Section 9     **Recommended order of business**

Executive session (when necessary)

Approval of agenda format and of consent agenda items

General business

Director's Report

Items for future agendas

Public forum

Adjournment

- Section 10 **Director.** The Director as advisor to the Board and committees shall, unless excused, attend all meetings and take part in all deliberations but shall have no vote.

## **ARTICLE VI**

### **OFFICERS OF THE BOARD**

- Section 1 The Board shall elect annually a President, Vice-President, Secretary and Treasurer, under provisions of I.C. 36-12-2-23. Terms of office shall begin on January 1. Officers shall be elected for no more than two (2) consecutive terms in the same office.

- Section 2 **President.** The president shall preside at all board meetings, appoint all standing or special committees and perform other duties normally associated with the office or assigned by the Board.

- Section 3 **Vice-president.** The vice-president shall preside over meetings in the absence of the president and shall perform such duties assigned by the President.

- Section 4 **Secretary.** The secretary shall oversee minute-taking and correspondence done by library staff on behalf of the Board. The Board treasurer shall be the Assistant Secretary, acting in the absence of the Secretary.

Minutes will record the following: date, time and place of meeting; members present; general substance of all matters proposed, discussed or decided; results of all votes taken, by individual members if there is a roll call, under provisions of I.C. 5-14-1.5-4b.

The minutes shall be available within one week after the meeting and are open for public inspection and copying, according to provisions of I.C. 5-14-1.5-4c.

- Section 5 **Treasurer.** The treasurer shall be responsible for insuring that adequate financial records are kept by library staff, accurate and timely financial reports are delivered to the board and an audit of the system's finances is completed bi-annually.

The treasurer shall issue warrants which are approved by the board in payment of expenses lawfully incurred in behalf of the library. At each November meeting, the board will appoint a board member to act as assistant treasurer for the following year.

The treasurer shall give a surety bond for the faithful performance of his/her duty and for the accurate accounting of all money coming into his/her custody, in accordance with I.C. 36-12-2-22. Any other officer authorized by the Board to sign checks shall also give such bond.

Section 6 **Nominating Committee:** The Nominating Committee shall present a slate of officers at the November meeting. The Board shall elect officers at the December meeting. Nominations will be accepted from the floor but must have a second and the consent of the nominated trustee. If there are nominations from the floor, voting shall be by written ballot; otherwise, election shall be by consensus.

Section 7 **Vacancies.** When officer vacancies occur, the President shall appoint a replacement who will serve for the unexpired term only. If the appointment is for less than six months, the term will not be counted as a one (1) year term of office. Appointee may then serve for two additional terms in that same office if elected.

## **ARTICLE VII**

### **FINANCES**

Section 1 **Finance powers.** The Board shall have such finance powers as are set forth in I.C. 36-12-3-10, shall establish funds to keep money and securities of the library, in accordance with I.C. 36-12-3-11, shall invest excess funds in accordance with I.C. 5-13-9.

Section 2 **Borrowing.** Any funds authorized by law to be borrowed, may be borrowed only by resolution of the Board; however, the execution of any documents related to the borrowing may be executed by any two Board officers.

Section 3 **Special Board of Finance.** The full Board shall constitute the Special Board of Finance which shall meet as designated by I.C. 5-13-8 and shall maintain the same officers as the Library Board.

## **ARTICLE VIII**

### **COMMITTEES**

- Section 1     The President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee.
- Section 2     Other committees shall be appointed at the discretion of the President.

## **ARTICLE IX**

### **ROLE OF THE DIRECTOR**

The Director, as the administrative head of the library, shall be responsible to the Board for the operation and management of the library. The Director shall also act as advisor to the Board and its committees. The Board shall maintain a current written job description for the Director, which sets forth, in detail, the role of the Director.

## **ARTICLE X**

### **ETHICS/CONFLICT OF INTEREST FOR TRUSTEES**

Trustees, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity, and honor.

Trustees must promote a high level of service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

Trustees will not use the library for personal advantage or the personal advantage of friends or relatives.

It is incumbent upon any Trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.

## **ARTICLE XI**

### **NEPOTISM**

Close relatives of Board members and staff shall not be employed by the Library. Close relatives are defined to include: spouses, parents, children, brothers, sisters, brothers-and sisters-in-law, fathers-and mothers-in law, stepparents, stepbrothers, stepsisters, and stepchildren. A special exception may be granted by the Board for a close relative employed on an irregular and very limited basis.

## **ARTICLE XII**

### **AMENDMENTS**

- Section 1    Amendments to these bylaws may be proposed at any meeting of the Board.
- Section 2    Voting on any proposed amendment will not occur until the next regular meeting following its proposal.

3/95; revised 10/11; reviewed 9/14

## **Director's Report August 2015**

### **Consent Agenda:**

You will be approving the minutes of the August Board meeting, bills, and financial reports.

**Salary Ordinance Update:** There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

**Policy Review:** Four items are on our policy review schedule for September: Board Privilege Policy, Staff Privilege Policy, Group Visit Policy, Mission/Roles/Values. Board Privilege and Staff Privilege Policies will be reviewed in 2016 (These were both reviewed in 2014.). No revisions are recommended to the Group Visit Policy or Mission/Role/Values.

### **General Business:**

**2016 Budget Hearing:** You will hold your hearing for your 2016 Budget. I will bring copies of the budget in case anyone shows up to express a comment or concern.

**Wheatfield Library Annual Report:** Evie Bristol and Rachael Cavinder will present their annual report at the September Board meeting.

**Health Insurance Renewal:** We have received information regarding our December 2015 renewal. Our renewal rate has gone down, coming in at -2.8%. We had budgeted for a 15% increase so this is wonderful news. We are still reviewing this information and awaiting some additional information at the time I am writing this report. I will bring information and a recommendation to you at our October meeting.

**Debit/Credit Payment Service:** We have been offering a Debit/Credit payment option to patrons through a vendor named Sage. There have been challenges with this vendor administratively and technically since we began using them. We have not been totally satisfied. Because we use Sage we are required to be PCI compliant. There are federal regulations that are unwieldy and sometimes costly. New PCI regulations which go into effect October 1 will require us to replace our current machines with machines that can read embedded chips. This would be expensive for us and since we are not entirely happy with Sage, it is time to make a change. We have been working hard to find an alternative to our current process and have found a solution, Spark Pay. Spark Pay will send us three free card readers that we will attach to iPads that we already own. Cards will be swiped and patrons will sign the iPad. Receipts, if desired, will be emailed to the



patron. No printer will be used. PCI Compliance will be met by Spark Pay which will make this service much easier to maintain and administrate. There is no need to purchase new devices and the processing fee per transaction will be less than they are with Sage. We recommend that the library offer our debit/credit payment option to patrons using Spark Pay with card reader/iPad at each library location. A board vote is required.

Bylaw Revision: I do propose a revision to the Board By-Laws. Please see R 12. Under nepotism I recommend striking the last sentence so that the wording in this section will then be identical to the wording in our board approved Personnel Policy. Amendments to board bylaws may be proposed at any meeting of the Board so a motion is needed; however, voting on any proposed amendment will not occur until the next regular meeting following its proposal.

NILBA Dinner: MacKenzie Ledley, Library Director for the Pulaski County Public Library and I are co-coordinating a NILBA Dinner for Northwest Indiana library trustees and directors. Here is the 'official' invitation: The Jasper County and Pulaski County Libraries invite you to attend the Northwest Indiana Library Board Association (NILBA) meeting on October 29 at the Silver Spoon in Valparaiso. Dinner will begin at 6 p.m., with presentations to follow at 6:30 p.m. The event will feature a legislative update from Jos Holman and a presentation on Public Access Laws from Luke Britt, Public Access Counselor. The Public Access presentation will provide board members with the opportunity to learn what their legal responsibilities are to uphold Indiana's Open Door Law. Who would like to attend?

### **Director's Report:**

DeMotte compressor installation is scheduled for September 16 & 17. It will require our ac being turned off. The long range weather forecast shows high and low temperatures for Wednesday at 83/63 and for Thursday at 82/60. We will keep our building open, closing early only if building temperatures become too hot for patrons, staff, and equipment.

We did receive our deed and Owner's Policy of Title Insurance for the newly purchased property in DeMotte. Ed will now work to remove the property from the tax roll.

This summer three CDs matured. We reinvested this money in three new CDs that will mature in one year. The rates are poor but better than our sweep account. Invested monies are from our Capital Projects and Rainy Day Funds and are not monies that we anticipate needing access to within the next year.

Staff Development Day will be held September 11. We have spent many weeks planning this year's training which includes: Transliteracy, Serving the ELAC (Extra Legally Ably Challenged) Community, Universal Precautions, a Hands-On

activity and a get-to-know you Roundtable. We always enjoy being together as a staff for this full day of training and networking. Some training will be provided by State Library Staff. The libraries will be closed to the public as approved by the Board.

It is time to provide a quarterly report on our progress with Long Range Plan and Technology Plan goals. Here is what we have accomplished since my last report: created the Student Portal; added several local texts to Internet Archive; launched our JCPL Good Reads presence; evaluated debit/credit service and satisfaction with vendor; presented 2016 budget recommendations to board; advertised 2016 Budget; evaluated network hardware and software for replacement/improvement; back-ups now stored off-site with new backup process; Webmaster presented annual report to the Board and a quarterly report to the Management Team; attended various meetings, workshops, and webinars; created learning videos for patrons; continued with collection inventory and de-selection; participated in DeMotte's Back-to-School Fair; offered story times at the county fair; concluded Summer Reading program; offered story time at the Rensselaer Farmer's Market; launched Digital Access Card service; made presentations to Chamber and Rotary groups; participated in B2B planning meetings; investigated methods to frame and display two significant Milroy artifacts; marketed the library through numerous Facebook posts and images; continued to learn about Maker Spaces

The Jasper County Public Library is participating in Books to Bridge the Region, a reading initiative that encompasses seven Northwest Indiana counties: Jasper, Lake, LaPorte, Newton, Porter, Pulaski, and Starke. The goals are to promote literacy, to create conversations among communities, and to foster critical thinking related to a theme. The theme this year is Secrets we Keep; the adult selection is The Supremes at Earl's All-You-Can-Eat by Edward Kelsey Moore. The author is speaking on November 12 at 3 different venues. In the am at Ivy Tech-East Chicago, 3pm at Ivy Tech-Valpo, and at 7pm at LCPL- Merrillville location. I encourage you to check out this website [www.books2bridge.org](http://www.books2bridge.org) for more information. We are excited to be involved.

In August Evie and I manned a library booth at the DeMotte Back-to-School Fair held at Spencer Park. What a wonderful community event. We spoke with many students and parents about the library, played a library-related game, and gave away some promotional items.

Our Webmaster, Melissa Widner, and I spoke at a Rensselaer Rotary Club meeting, telling Rotarians about our new Student Portal and Digital Access Card. They were very enthusiastic about both. A radio broadcasted interview and newspaper story resulted from this presentation. It really did generate a lot of buzz.

I served as Chairperson of the Nominating Committee for MCLS this year. This required a bit of my time but helped me network with a few new colleagues in both Indiana and Michigan.

### **System Administrator News**

Sheila reports that TLC was down most of the day on August 1. The issue was a configuration file error on TLC's end. She researched 2015 laptop and pc options and is awaiting responses to several quote requests. She began updating Device information/StaticIP/Network Diagrams. She watched all training videos for the new USF portal and viewed a webinar on Building More Respectful Dialogue in Meetings. 11 Service Requests were opened and 10 were closed.

### **Technical Services News**

Becky reports, "<I> scheduled <an> upgrade to LS2PAC which was done on August 25<sup>th</sup>. The next day TLC Terminal Services was down for the day. Circulation was done through LS2Staff rather than the Pink Screen. We are still having issues with LS2PAC not showing all records. TLC is working on this, and the latest information from them is from Sept 2, 2015: "Hi Becky, we are still working on implementing the repair process for these non-marc character issues within the records. I currently do not have an ETA on when this process will be ready, however I do believe it is getting closer for the PAC to start this correction process.""

### **DeMotte Library News**

Debbie reports, "Marlene received a very nice thank you note from a patron she helped with a genealogy question: "Thank you very much for your excellent research of the family of Mabel Yeagley Myres. It had never occurred to me that the family surname was spelled this way. (I should have found it myself as I had the correct spelling for their son's surname). With your help I have updated Mable's information in my records and on Findagrave. I will also transfer back to you the other Mabel [...] Thanks again and best wishes, Ron Hallberg , Springfield, Illinois". Marlene also received an email from Alabama requesting obituary and any other information on a family; she scanned and emailed what she found... Our new desks have arrived! The staff was eager and pleased to assemble them. They are all put together and in place. Staff was very excited to move in their new desks."

### **Rensselaer Library News**

Milroy artifacts, Map of the Cedars and Valentine, were framed in Lafayette. They are exceptionally lovely. We appreciate the Indiana State Library helping preserve these items and recommending such a wonderful frame shop. After the busy Summer Reading months of June and July, Janice reports, "<a> slow month for programs, giving us a chance to catch our breath... The St.

Augustine students returned to the library, and it was good to see all their smiling faces as well as get reacquainted with the teachers. The teens came in and played cards as they like to each month. We are looking forward to starting all our regular programming next month with maybe a few new events here and there."

### **Wheatfield Library News**

August featured the showing of the teen movie, Insurgent, and a Stuffed Animal Sleepover which was very successful. Rachael contacted teachers about monthly visits, kindergarten visits in September, and 1<sup>st</sup> grade field trips to visit the library in September. Summer Reading was finalized with thank you notes sent and wrap-up information sent to the newspapers. Evie attended Digipalooza in Ohio with Debbie to learn more about our Overdrive eBook service.

***Please contact me if you are unable to attend the September Board meeting or if you have any questions about materials in your packet.-Patty***

## JCPL FINANCIAL STATEMENT

August 31, 2015

|                                         | <u>Beginning<br/>2015<br/>Balance</u> | <u>Current<br/>Month<br/>Disbursements</u> | <u>Y-T-D<br/>Disbursements</u> | <u>Current<br/>Month<br/>Receipts</u> | <u>Y-T-D<br/>Receipts</u> | <u>Ending<br/>Balance</u> |
|-----------------------------------------|---------------------------------------|--------------------------------------------|--------------------------------|---------------------------------------|---------------------------|---------------------------|
| Operating Fund                          | \$623,237.03                          | \$178,350.85                               | \$1,491,657.88                 | \$80,646.23                           | \$1,346,262.72            | \$477,841.87              |
| Public Library Access Card Fund         | \$50.00                               | \$0.00                                     | \$50.00                        | \$0.00                                | \$0.00                    | \$0.00                    |
| Gift Fund                               | \$9,969.20                            | \$1,365.60                                 | \$9,166.54                     | \$926.37                              | \$11,859.59               | \$12,662.25               |
| DeMotte                                 | \$2,381.86                            | \$844.60                                   | \$3,395.48                     | \$54.00                               | \$4,496.36                | \$3,482.74                |
| Rensselaer                              | \$5,613.14                            | \$232.56                                   | \$3,629.67                     | \$787.37                              | \$4,663.82                | \$6,647.29                |
| Wheatfield                              | \$1,974.20                            | \$288.44                                   | \$2,141.39                     | \$85.00                               | \$2,699.41                | \$2,532.22                |
| Library Improvement Reserve Fund        | \$199,707.47                          | \$0.00                                     | \$25,192.00                    | \$14.83                               | \$128.11                  | \$174,643.58              |
| Bond & Interest Redemption Fund         | \$175,352.75                          | \$0.00                                     | \$327,007.50                   | \$0.00                                | \$172,702.65              | \$21,047.90               |
| Rainy Day Fund                          | \$308,914.76                          | \$0.00                                     | \$0.00                         | \$0.00                                | \$2,098.45                | \$311,013.21              |
| Includes Investments of: \$275,000.00   |                                       |                                            |                                |                                       |                           |                           |
| State Technology Fund Grant Fund        | \$0.00                                | \$555.05                                   | \$9,733.00                     | \$0.00                                | \$9,733.00                | \$0.00                    |
| Capital Projects Fund                   | \$1,269,492.71                        | \$0.00                                     | \$0.00                         | \$3,858.85                            | \$9,479.02                | \$1,278,971.73            |
| Includes Investments of: \$1,225,000.00 |                                       |                                            |                                |                                       |                           |                           |
| Host/Hospitality Fund                   | \$0.00                                | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$0.00                    |
| Levy Excess Fund                        | \$8,497.60                            | \$0.00                                     | \$8,399.00                     | \$0.00                                | \$0.00                    | \$98.60                   |
| Sales Tax                               | \$127.05                              | \$0.00                                     | \$128.00                       | \$11.02                               | \$112.75                  | \$111.80                  |
| Construction Fund                       | \$0.00                                | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$0.00                    |
| Petty Cash Funds                        | \$120.00                              | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$120.00                  |
| Cash Change Fund                        | \$150.00                              | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$150.00                  |
| Insurance Refund Fund                   | \$0.00                                | \$0.00                                     | \$0.00                         | \$192.88                              | \$192.88                  | \$192.88                  |
| Insurance Settlement Fund               | \$12,301.81                           | \$0.00                                     | \$5,180.83                     | \$0.00                                | \$7,465.94                | \$14,586.92               |
| Payroll Withholding Accts.              |                                       |                                            |                                |                                       |                           |                           |
| FIT Tax Collected                       | \$0.00                                | \$7,943.67                                 | \$61,613.72                    | \$7,943.67                            | \$61,613.72               | \$0.00                    |
| FICA Tax Collected                      | \$0.00                                | \$7,509.19                                 | \$58,320.44                    | \$7,509.19                            | \$58,320.44               | \$0.00                    |
| State Tax Collected                     | \$3,176.93                            | \$3,570.80                                 | \$27,080.76                    | \$3,566.48                            | \$27,470.26               | \$3,566.43                |
| County Tax Collected                    | \$2,485.61                            | \$2,789.57                                 | \$21,322.33                    | \$2,786.43                            | \$21,623.20               | \$2,786.48                |
| Deferred Comp.                          | \$0.00                                | \$2,010.00                                 | \$15,600.00                    | \$2,010.00                            | \$15,600.00               | \$0.00                    |
| #125 Pre-tax Plan                       | \$5.76                                | \$3,162.25                                 | \$24,423.86                    | \$3,162.24                            | \$24,420.33               | \$2.23                    |
| Employee Life Insur.                    | \$0.72                                | \$217.92                                   | \$1,750.08                     | \$217.92                              | \$1,749.36                | \$0.00                    |
| Employee INPRS                          | \$0.00                                | \$3,000.22                                 | \$23,557.12                    | \$3,000.22                            | \$23,557.12               | \$0.00                    |
| Garnishments                            | \$0.00                                | \$0.00                                     | \$108.00                       | \$0.00                                | \$108.00                  | \$0.00                    |
| Credit Union                            | \$0.00                                | \$0.00                                     | \$43.28                        | \$0.00                                | \$43.28                   | \$0.00                    |
| EIC                                     | \$0.00                                | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$0.00                    |
| TOTAL ALL FUNDS.....                    | \$2,613,589.40                        | \$210,475.12                               | \$2,110,334.34                 | \$115,846.33                          | \$1,794,540.82            | \$2,297,795.88            |

**Bank Balances****Jasper County Public Library****Report as of: 8/31/15**

| <b>Bank</b>              |                                    |                       |
|--------------------------|------------------------------------|-----------------------|
| 1                        | Alliance Bank                      | \$770,835.69          |
| 2                        | Demotte State Bank                 | \$14,807.40           |
| 4                        | PNC Bank                           | \$11,882.79           |
| 5                        | Cash On Hand                       | \$270.00              |
| 9                        | Fifth Third Bank CD#002-0668762355 | \$0.00                |
| 10                       | Fifth Third Bank CD#002-0668762363 | \$0.00                |
| 6                        | Fifth Third Bank CD#002-0668786509 | \$0.00                |
| 3                        | CD#002-0668943762 Fifth Third Bank | \$500,000.00          |
| 7                        | CD#002-0668943754 Fifth Third Bank | \$275,000.00          |
| 8                        | CD#002-0668943770 Fifth Third Bank | \$725,000.00          |
| <b>Total all banks =</b> |                                    | <b>\$2,297,795.88</b> |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

**OPEN INVESTMENTS:**

| <u>Renewal Date</u> | <u>CD #</u>    | <u>Issued By</u> | <u>Terms</u> | <u>Principal</u> | <u>%-Interest</u> | <u>Account</u> | <u>Purchase Date</u> | <u>Interest Earned</u> | <u>Comments</u> |
|---------------------|----------------|------------------|--------------|------------------|-------------------|----------------|----------------------|------------------------|-----------------|
| 8/18/16             | 002-0668943762 | Fifth Third Bank | 12 mon       | \$500,000.00     | 0.750%            | CPF            | 8/19/15              |                        |                 |
| 8/18/16             | 002-0668943754 | Fifth Third Bank | 12 mon       | \$275,000.00     | 0.750%            | Rainy Day      | 8/19/15              |                        |                 |
| 8/18/16             | 002-0668943770 | Fifth Third Bank | 12 mon       | \$725,000.00     | 0.750%            | CPF            | 8/19/15              |                        |                 |

**CLOSED INVESTMENTS:**

|         |                |                  |        |               |        |           |         |            |  |
|---------|----------------|------------------|--------|---------------|--------|-----------|---------|------------|--|
| 6/24/15 | 002-0668762355 | Fifth Third Bank | 12 mon | \$ 275,000.00 | 0.750% | Rainy Day | 6/24/14 | \$2,098.45 |  |
| 6/24/15 | 002-0668762363 | Fifth Third Bank | 12 mon | \$ 725,000.00 | 0.750% | CPF       | 6/24/14 | \$5,532.27 |  |
| 8/18/15 | 002-0668786509 | Fifth Third Bank | 12 mon | \$ 500,000.00 | 0.750% | CPF       | 8/18/14 | \$3,815.36 |  |

|                        |                    |
|------------------------|--------------------|
| TOTAL INTEREST EARNED: | <u>\$11,446.08</u> |
|------------------------|--------------------|



# Appropriation Report for 100 OPERATING FUND

## Jasper County Public Library

Report Date: From 8/1/15 To 8/31/15

| Account # Description               | Annual Appropriation  | Change to Appropriation | Current Appropriation | Disbursements This Month | Disbursements YTD     | Balance             | Percent     |
|-------------------------------------|-----------------------|-------------------------|-----------------------|--------------------------|-----------------------|---------------------|-------------|
| <i>1. Personal Services</i>         |                       |                         |                       |                          |                       |                     |             |
| 1.11 SALARY OF LIBRARIAN            | \$65,582.00           | \$0.00                  | \$65,582.00           | \$5,465.20               | \$43,641.87           | \$21,940.13         | 66.5        |
| 1.12 SALARY OF ASSISTANTS           | \$1,082,897.00        | \$0.00                  | \$1,082,897.00        | \$88,889.95              | \$695,357.69          | \$387,539.31        | 64.2        |
| 1.13 WAGES OF JANITORS              | \$68,692.00           | \$0.00                  | \$68,692.00           | \$6,676.13               | \$45,473.28           | \$23,218.72         | 66.2        |
| 1.21 EMPLOYER'S SHARE-FICA          | \$93,114.00           | \$0.00                  | \$93,114.00           | \$7,509.18               | \$58,320.40           | \$34,793.60         | 62.6        |
| 1.22 UNEMPLOYMENT COMPENSATION      | \$3,544.00            | \$0.00                  | \$3,544.00            | \$0.00                   | \$3,019.70            | \$524.30            | 85.2        |
| 1.23 EMPLOYER'S CONTRIB.- PERF      | \$108,799.00          | \$0.00                  | \$108,799.00          | \$8,987.01               | \$70,340.96           | \$38,458.04         | 64.7        |
| 1.24 EMPLOYER'S CONTRIB.- INS.      | \$132,389.00          | \$0.00                  | \$132,389.00          | \$10,284.23              | \$84,454.72           | \$47,934.28         | 63.8        |
| <b>Subtotal</b>                     | <b>\$1,555,017.00</b> |                         | <b>\$1,555,017.00</b> | <b>\$127,811.70</b>      | <b>\$1,000,608.62</b> | <b>\$554,408.38</b> | <b>64.3</b> |
| <i>2. Supplies</i>                  |                       |                         |                       |                          |                       |                     |             |
| 2.11 OFFICIAL RECORDS               | \$600.00              | \$0.00                  | \$600.00              | \$0.00                   | \$365.54              | \$234.46            | 60.9        |
| 2.12 STATIONERY AND PRINTING        | \$550.00              | \$0.00                  | \$550.00              | \$0.00                   | \$187.17              | \$362.83            | 34.0        |
| 2.13 OTHER OFFICE SUPPLIES          | \$7,500.00            | \$0.00                  | \$7,500.00            | \$1,529.47               | \$7,034.74            | \$465.26            | 93.8        |
| 2.21 CLEANING & SANITATION SUPPLIES | \$6,000.00            | \$0.00                  | \$6,000.00            | \$309.42                 | \$3,369.82            | \$2,630.18          | 56.2        |
| 2.23 OTHER OPERATING SUPPLIES       | \$7,000.00            | \$0.00                  | \$7,000.00            | \$366.59                 | \$4,948.60            | \$2,051.40          | 70.7        |
| 2.31 BUILDING MATERIALS & SUPPLIES  | \$1,000.00            | \$0.00                  | \$1,000.00            | \$42.84                  | \$310.38              | \$689.62            | 31.0        |
| 2.32 PAINT AND PAINTING SUPPLIES    | \$200.00              | \$0.00                  | \$200.00              | \$41.62                  | \$167.41              | \$32.59             | 83.7        |
| 2.33 REPAIR PARTS                   | \$2,000.00            | \$0.00                  | \$2,000.00            | \$0.00                   | \$460.10              | \$1,539.90          | 23.0        |
| 2.41 LIBRARY SUPPLIES               | \$14,900.00           | \$0.00                  | \$14,900.00           | \$1,760.75               | \$8,238.31            | \$6,661.69          | 55.3        |

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| <i>Account # Description</i>         | <i>Annual<br/>Appropriation</i> | <i>Change to<br/>Appropriation</i> | <i>Current<br/>Appropriation</i> | <i>Disbursements<br/>This Month</i> | <i>Disbursements<br/>YTD</i> | <i>Balance</i>     | <i>Percent</i> |
|--------------------------------------|---------------------------------|------------------------------------|----------------------------------|-------------------------------------|------------------------------|--------------------|----------------|
| 2.42 MARKETING SUPPLIES              | \$50.00                         | \$0.00                             | \$50.00                          | \$0.00                              | \$36.46                      | \$13.54            | 72.9           |
| <b>Subtotal</b>                      | <b>\$39,800.00</b>              |                                    | <b>\$39,800.00</b>               | <b>\$4,050.69</b>                   | <b>\$25,118.53</b>           | <b>\$14,681.47</b> | <b>63.1</b>    |
| <i>3. Other Services and Charges</i> |                                 |                                    |                                  |                                     |                              |                    |                |
| 3.13 LEGAL SERVICES                  | \$5,000.00                      | \$0.00                             | \$5,000.00                       | \$95.00                             | \$3,838.50                   | \$1,161.50         | 76.8           |
| 3.14 OTHER PROFESSIONAL SERVICES     | \$6,500.00                      | \$0.00                             | \$6,500.00                       | \$35.00                             | \$3,859.91                   | \$2,640.09         | 59.4           |
| 3.145 DATABASES & LICENSING SERVICES | \$26,620.00                     | \$0.00                             | \$26,620.00                      | \$5,095.67                          | \$20,708.77                  | \$5,911.23         | 77.8           |
| 3.146 E-BOOKS SERVICES               | \$18,700.00                     | \$0.00                             | \$18,700.00                      | \$0.00                              | \$3,000.00                   | \$15,700.00        | 16.0           |
| 3.21 TELEPHONE                       | \$4,200.00                      | \$0.00                             | \$4,200.00                       | \$597.75                            | \$2,419.51                   | \$1,780.49         | 57.6           |
| 3.22 POSTAGE                         | \$3,000.00                      | \$0.00                             | \$3,000.00                       | \$20.54                             | \$1,902.69                   | \$1,097.31         | 63.4           |
| 3.23 MILEAGE                         | \$20,000.00                     | \$0.00                             | \$20,000.00                      | \$2,265.13                          | \$10,864.06                  | \$9,135.94         | 54.3           |
| 3.24 PROFESSIONAL MEETINGS           | \$8,000.00                      | \$0.00                             | \$8,000.00                       | \$59.00                             | \$2,196.71                   | \$5,803.29         | 27.5           |
| 3.25 FREIGHT                         | \$2,000.00                      | \$0.00                             | \$2,000.00                       | \$74.18                             | \$1,103.05                   | \$896.95           | 55.2           |
| 3.26 NETWORKING                      | \$64,860.00                     | \$0.00                             | \$64,860.00                      | \$525.95                            | \$1,986.95                   | \$62,873.05        | 3.1            |
| 3.31 ADVERTISING & PUBLIC NOTICES    | \$800.00                        | \$0.00                             | \$800.00                         | \$0.00                              | \$238.61                     | \$561.39           | 29.8           |
| 3.33 MARKETING ADVERTISING           | \$1,800.00                      | \$0.00                             | \$1,800.00                       | \$40.00                             | \$1,603.13                   | \$196.87           | 89.1           |
| 3.41 OFFICIAL BONDS                  | \$250.00                        | \$0.00                             | \$250.00                         | \$0.00                              | \$200.00                     | \$50.00            | 80.0           |
| 3.42 OTHER INSURANCE                 | \$29,500.00                     | \$0.00                             | \$29,500.00                      | \$176.00                            | \$16,794.90                  | \$12,705.10        | 56.9           |
| 3.51 GAS                             | \$45,000.00                     | \$0.00                             | \$45,000.00                      | \$621.02                            | \$14,156.53                  | \$30,843.47        | 31.5           |
| 3.52 ELECTRICITY                     | \$100,000.00                    | \$0.00                             | \$100,000.00                     | \$8,903.31                          | \$57,817.92                  | \$42,182.08        | 57.8           |
| 3.53 WATER                           | \$4,000.00                      | \$0.00                             | \$4,000.00                       | \$298.58                            | \$2,418.55                   | \$1,581.45         | 60.5           |
| 3.54 WASTE DISPOSAL SERVICES         | \$6,500.00                      | \$0.00                             | \$6,500.00                       | \$531.79                            | \$4,247.44                   | \$2,252.56         | 65.3           |
| 3.61 BUILDING & STRUCTURES           | \$55,920.00                     | \$0.00                             | \$55,920.00                      | \$4,179.93                          | \$24,684.72                  | \$31,235.28        | 44.1           |
| 3.62 EQUIPMENT REPAIRS               | \$1,000.00                      | \$0.00                             | \$1,000.00                       | \$47.50                             | \$1,227.50                   | (\$227.50)         | 122.8          |
| 3.72 EQUIPMENT RENTALS               | \$300.00                        | \$0.00                             | \$300.00                         | \$11.95                             | \$222.60                     | \$77.40            | 74.2           |
| 3.91 DUES                            | \$1,875.00                      | \$0.00                             | \$1,875.00                       | \$0.00                              | \$554.00                     | \$1,321.00         | 29.5           |

| <i>Account # Description</i>          | <i>Annual<br/>Appropriation</i> | <i>Change to<br/>Appropriation</i> | <i>Current<br/>Appropriation</i> | <i>Disbursements<br/>This Month</i> | <i>Disbursements<br/>YTD</i> | <i>Balance</i>        | <i>Percent</i> |
|---------------------------------------|---------------------------------|------------------------------------|----------------------------------|-------------------------------------|------------------------------|-----------------------|----------------|
| 3.93 TAXES & ASSESSMENTS              | \$250.00                        | \$0.00                             | \$250.00                         | \$0.00                              | \$240.00                     | \$10.00               | 96.0           |
| 3.94 TRANSFER TO LIRF                 | \$100,000.00                    | \$0.00                             | \$100,000.00                     | \$0.00                              | \$0.00                       | \$100,000.00          | 0.0            |
| 3.95 BOOK REIMBURSEMENT               | \$100.00                        | \$45.11                            | \$145.11                         | \$0.00                              | \$45.11                      | \$100.00              | 31.1           |
| 3.96 PETTY CASH                       | \$120.00                        | \$0.00                             | \$120.00                         | \$0.00                              | \$0.00                       | \$120.00              | 0.0            |
| 3.98 MAINTENANCE/SERVICE<br>CONTRACTS | \$112,057.00                    | \$0.00                             | \$112,057.00                     | \$11,294.23                         | \$87,545.99                  | \$24,511.01           | 78.1           |
| <b>Subtotal</b>                       | <b>\$618,352.00</b>             | <b>\$45.11</b>                     | <b>\$618,397.11</b>              | <b>\$34,872.53</b>                  | <b>\$263,877.15</b>          | <b>\$354,519.96</b>   | <b>42.7</b>    |
| <i>4. Capital Outlays</i>             |                                 |                                    |                                  |                                     |                              |                       |                |
| 4.1 LAND                              | \$0.00                          | \$0.00                             | \$0.00                           | \$0.00                              | \$63,448.37                  | (\$63,448.37)         | 0.0            |
| 4.4 FURNITURE & EQUIPMENT             | \$51,648.00                     | \$0.00                             | \$51,648.00                      | \$1,523.00                          | \$3,146.68                   | \$48,501.32           | 6.1            |
| 4.51 BOOKS                            | \$160,300.00                    | \$0.00                             | \$160,300.00                     | \$6,539.57                          | \$93,016.67                  | \$67,283.33           | 58.0           |
| 4.52 PERIODICALS &<br>NEWSPAPERS      | \$25,000.00                     | \$0.00                             | \$25,000.00                      | \$285.74                            | \$13,363.90                  | \$11,636.10           | 53.5           |
| 4.53 NONPRINTED MATERIALS             | \$58,000.00                     | \$0.00                             | \$58,000.00                      | \$3,074.74                          | \$28,576.91                  | \$29,423.09           | 49.3           |
| <b>Subtotal</b>                       | <b>\$294,948.00</b>             |                                    | <b>\$294,948.00</b>              | <b>\$11,423.05</b>                  | <b>\$201,552.53</b>          | <b>\$93,395.47</b>    | <b>68.3</b>    |
| <b>Grand Total</b>                    | <b>\$2,508,117.00</b>           | <b>\$45.11</b>                     | <b>\$2,508,162.11</b>            | <b>\$178,157.97</b>                 | <b>\$1,491,156.83</b>        | <b>\$1,017,005.28</b> | <b>59.5</b>    |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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# Appropriation Report for 155 STATE TECHN.FUND GRANT

## Jasper County Public Library

Report Date: From 8/1/15 To 8/31/15

| Account # Description                | Annual<br>Appropriation | Change to<br>Appropriation | Current<br>Appropriation | Disbursements<br>This Month | Disbursements<br>YTD | Balance      | Percent |
|--------------------------------------|-------------------------|----------------------------|--------------------------|-----------------------------|----------------------|--------------|---------|
| <i>3. Other Services and Charges</i> |                         |                            |                          |                             |                      |              |         |
| 3.26 NETWORKING                      | \$0.00                  | \$0.00                     | \$0.00                   | \$555.05                    | \$9,733.00           | (\$9,733.00) | 0.0     |
| Subtotal                             | \$0.00                  |                            | \$0.00                   | \$555.05                    | \$9,733.00           | (\$9,733.00) | 0.0     |
| Grand Total                          | \$0.00                  | \$0.00                     | \$0.00                   | \$555.05                    | \$9,733.00           | (\$9,733.00) | 0.0     |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

**Voucher List**  
**Jasper County Public Library**

**Report Date: From 8/1/15 To 8/31/15**

| <b>Warrant<br/>Number</b> | <b>Claim<br/>Number</b> | <b>Name of Claimant</b>   | <b>Date</b> | <b>Explanation</b>                                                                                                                                            | <b>Total</b> |
|---------------------------|-------------------------|---------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 34065                     | 627                     | AARON'S LAWN CARE         | 8/10/15     | Mowing, edging, tree/shrub removal, ground leveling, reseeding                                                                                                | \$2,135.00   |
| 34066                     | 628                     | ACE HARDWARE              | 8/10/15     | Mortar mix, bolt, grass seed                                                                                                                                  | \$17.23      |
| 34064                     | 629                     | A.M. Best Company, Inc.   | 8/10/15     | Continuations                                                                                                                                                 | \$175.75     |
| 34067                     | 630                     | ANTHEM BLUE CROSS BLUE    | 8/10/15     | Health Insurance premiums- August 2015                                                                                                                        | \$12,280.32  |
| 34068                     | 631                     | ANTHEM LIFE               | 8/10/15     | Life Insurance premiums- August 2015                                                                                                                          | \$100.62     |
| 34069                     | 632                     | BAKER & TAYLOR            | 8/10/15     | Books, Continuations, AV, Auto. Yours, B&T user licenses                                                                                                      | \$9,785.88   |
| 34070                     | 633                     | BAKER & TAYLOR ENTERTAIN  | 8/10/15     | DVDs                                                                                                                                                          | \$73.35      |
| 34071                     | 634                     | BLUETARP FINANCIAL, INC   | 8/10/15     | Concrete splash blocks, paint, paint tray liner, paint roller, tile panel                                                                                     | \$84.46      |
| 34072                     | 635                     | CARDINAL OFFICE PRODUCT   | 8/10/15     | DeM: Quarterly maintenance agreement on work room copier 4/21/15-7/21/15                                                                                      | \$494.05     |
| 34073                     | 636                     | CHICAGO TRIBUNE           | 8/10/15     | DeM: Newspaper subscription Acct# 20468938                                                                                                                    | \$285.74     |
| 34074                     | 637                     | CONSOLIDATED INSURANCE    | 8/10/15     | Add new property to building insurance policy                                                                                                                 | \$176.00     |
| 34075                     | 638                     | DEBORAH KRISTOFF          | 8/10/15     | Mileage 5/7-7/16/15: Government Day, HoosierStart meeting, evaluation, Management meetings                                                                    | \$94.30      |
| 34076                     | 639                     | DELL MARKETING L.P.       | 8/10/15     | Toner cartridges                                                                                                                                              | \$531.01     |
| 34077                     | 640                     | DELTA DENTAL              | 8/10/15     | Dental Insurance premiums- August 2015                                                                                                                        | \$522.18     |
| 34078                     | 641                     | DONNA BARKO               | 8/10/15     | Mileage 6/9-8/4/15: Bank deposits, Post Office, new employee orientation                                                                                      | \$43.93      |
| 34079                     | 642                     | ENA SERVICES LLC          | 8/10/15     | Internet service fo July 2015                                                                                                                                 | \$1,081.00   |
| 34080                     | 643                     | FLEX-PAC INC              | 8/10/15     | Paper towel rolls, m-folds, hand soap, toilet paper                                                                                                           | \$292.73     |
| 34081                     | 644                     | GALE/CENGAGE LEARNING     | 8/10/15     | Books                                                                                                                                                         | \$161.65     |
| 34082                     | 645                     | GOODWIN FIRE EQUIPMENT, I | 8/10/15     | Wh: Annual fire extinguisher inspection and maintenance                                                                                                       | \$47.50      |
| 34083                     | 646                     | HAMSTRA BUILDERS, INC.    | 8/10/15     | Wh: Inspected A.C., changed filters, found fan relay not working properly, filters plugged causing unit to freeze up; Repaired HVAC system                    | \$427.01     |
| 34084                     | 647                     | INDIANA WASTE SERVICE     | 8/10/15     | DeM: Trash Pick-up, August 2015                                                                                                                               | \$87.70      |
| 34085                     | 648                     | LINDA POORTENGA           | 8/10/15     | Mileage 7/17/15: B2B meeting                                                                                                                                  | \$54.05      |
| 34087                     | 649                     | MELISSA SMITH             | 8/10/15     | Mileage 1/7-7/9/15: Walking Books, Marketing meeting                                                                                                          | \$81.25      |
| 34086                     | 650                     | MELISSA J. WIDNER         | 8/10/15     | Internet Librarian Conference expenses                                                                                                                        | \$317.20     |
| 34088                     | 651                     | NETWISE RESOURCES         | 8/10/15     | Rens & Wh: staff copiers quarterly service agreement                                                                                                          | \$916.71     |
| 34089                     | 652                     | PBS DISTRIBUTION, LLC     | 8/10/15     | DVDs                                                                                                                                                          | \$423.80     |
| 34090                     | 653                     | PENWORTHY COMPANY         | 8/10/15     | Books                                                                                                                                                         | \$476.34     |
| 34091                     | 654                     | PRECISION CONTROL SYSTE   | 8/10/15     | DeM: Repair/replaced bulbs at frequency drive, replaced ignition & flare rods at both boilers                                                                 | \$562.27     |
| 34092                     | 655                     | QUILL CORPORATION         | 8/10/15     | Toner cartridges, ink cartridges, file folder labels, stamp pad inker, paper clips, sticky notes                                                              | \$480.06     |
| 34096                     | 656                     | REPUBLIC SERVICES #715    | 8/10/15     | Wh: Trash Service- August 2015                                                                                                                                | \$64.95      |
| 34093                     | 657                     | RACHAEL CAVINDER          | 8/10/15     | Mileage 7/16-7/20/15: Management meeting, Storytime at the Fair                                                                                               | \$44.85      |
| 34094                     | 658                     | RACHEL WILKINSON          | 8/10/15     | Mileage 7/16-8/3/15: Management meeting, Storytime at the Fair, Storytime Training workshop                                                                   | \$74.75      |
| 34095                     | 659                     | RAYANN GILMORE            | 8/10/15     | Petty Cash- Rensselaer: Laundry                                                                                                                               | \$35.00      |
| 34097                     | 660                     | ROEING CORPORATION        | 8/10/15     | Tech Maintenance Support - 3rd Installment 2015                                                                                                               | \$7,500.00   |
| 34098                     | 661                     | SHEILA MAXWELL            | 8/10/15     | Counterparts Meetings expenses; Mileage 1/8-7/27/15: Branch Visits, Digital Access Library Card meeting, Automation Counterparts meetings, Management Meeting | \$658.71     |
| 34099                     | 662                     | SMITH FARM STORE          | 8/10/15     | Weed killer                                                                                                                                                   | \$16.99      |
| 34100                     | 663                     | SVT, LLC                  | 8/10/15     | Management Meeting expenses                                                                                                                                   | \$32.24      |
| 34101                     | 664                     | THOMSON REUTERS - WEST    | 8/10/15     | Continuations                                                                                                                                                 | \$268.00     |

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| <i>Warrant<br/>Number</i> | <i>Claim<br/>Number</i> | <i>Name of Claimant</i>   | <i>Date</i> | <i>Explanation</i>                                                                                                                                                                              | <i>Total</i> |
|---------------------------|-------------------------|---------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 34102                     | 665                     | TRUGREEN PROCESSING CE    | 8/10/15     | Wh: Ornamental Bed Weed Control; DeM: Tree & Shrub Treatment; Rens: Tree & Shrub Treatment                                                                                                      | \$403.65     |
| 34103                     | 666                     | VISION SERVICE PLAN- (IN) | 8/10/15     | Vision Insurance Premiums- August 2015                                                                                                                                                          | \$214.74     |
| 34104                     | 667                     | WAL-MART COMMUNITY/RFC    | 8/10/15     | Children's supplies, batteries, Summer Reading supplies & prizes, Tuesday Movie Night program expenses, DVDs, CDs, books, cleaning wipes                                                        | \$2,391.90   |
| 34105                     | 668                     | WORLD BOOK INC.           | 8/10/15     | World Book Database & Ebook Database subscriptions                                                                                                                                              | \$1,194.67   |
| 0                         | 669                     | PAYROLL                   | 8/10/15     | PAYROLL                                                                                                                                                                                         | \$52,455.77  |
| 0                         | 670                     | BILL HROMADA              | 8/10/15     | Courier Mileage, 7/16/15-7/31/15 (Conf #277)                                                                                                                                                    | \$249.55     |
| 0                         | 671                     | DENISE HAVENS             | 8/10/15     | Substitute Courier Mileage 7/28/15 & 7/29/15 (conf# 279)                                                                                                                                        | \$71.30      |
| 0                         | 672                     | GREAT-WEST RETIREMENT S   | 8/10/15     | Annuity Withheld 8/10/15 payroll (Conf. #282)                                                                                                                                                   | \$1,005.00   |
| 0                         | 673                     | INDIANA DEPARTMENT OF RE  | 8/10/15     | EFT-State & County Taxes w/held July 2015 Payrolls (Ref #54759)                                                                                                                                 | \$6,360.37   |
| 0                         | 674                     | INPRS fbo PERF            | 8/10/15     | 8/10/15 Payroll Contributions                                                                                                                                                                   | \$6,232.03   |
| 0                         | 675                     | IRS USA TAXPAYMENT        | 8/10/15     | EFT-FICA & Federal Taxes w/held 8/10/15 (Ref #45287051)                                                                                                                                         | \$12,018.13  |
| 0                         | 676                     | PATTY EENIGENBURG         | 8/10/15     | Substitute Courier Mileage 7/27/15, 7/30/15, & 7/31/15 (conf# 280)                                                                                                                              | \$106.95     |
| 0                         | 677                     | TOWN OF DEMOTTE           | 8/10/15     | DeM: Sewer & Water- July 2015 (conf# 281)                                                                                                                                                       | \$243.17     |
| 0                         | 678                     | TOWN OF WHEATFIELD        | 8/10/15     | Wh: Sewer- August 2015 (conf# 278)                                                                                                                                                              | \$56.65      |
| 34106                     | 679                     | AFFORDABLE ALTERNATIVES   | 8/10/15     | Labels                                                                                                                                                                                          | \$53.50      |
| 0                         | 680                     | ALLIANCE BANK             | 8/10/15     | Direct Deposit Fees July 2015                                                                                                                                                                   | \$37.00      |
| 34107                     | 681                     | BUSINESS CARD             | 8/10/15     | Program expenses, Summer Reading prizes, Teen Volunteer Party expenses, cleaning supplies, software, B2B expenses, Storytime Training workshop expenses, children's supplies, AV returns, books | \$282.22     |
| 34108                     | 682                     | CENTURYLINK               | 8/10/15     | Rens: Local phone & fax service- August 2015                                                                                                                                                    | \$403.79     |
| 34109                     | 683                     | CULLIGAN WATER CONDITIO   | 8/10/15     | Wh: Water Cooler Rental-August 2015                                                                                                                                                             | \$11.95      |
| 34110                     | 684                     | DEMCO                     | 8/10/15     | Builder table, builder table block kit, clear polypropylene tape, subject classification labels, polyfit                                                                                        | \$977.10     |
| 34111                     | 685                     | DIANE OPOLSKI             | 8/10/15     | Positivity Committee supplies                                                                                                                                                                   | \$13.20      |
| 34112                     | 686                     | DUMAS & MAHNESMITH P.C.   | 8/10/15     | Legal Assistance: Property Purchase                                                                                                                                                             | \$95.00      |
| 34113                     | 687                     | FFC FENCING CO.           | 8/10/15     | Rens: Fence repair                                                                                                                                                                              | \$652.00     |
| 34114                     | 688                     | GRAINGER                  | 8/10/15     | Batteries                                                                                                                                                                                       | \$116.71     |
| 34115                     | 689                     | KAPCO                     | 8/10/15     | Polyester corners, polyester repair tape, tyvek repair tape, magazine reinforcements, polyester wings, label protectors                                                                         | \$303.73     |
| 34116                     | 690                     | KIRBY RISK CORPORATION    | 8/10/15     | Light bulbs                                                                                                                                                                                     | \$165.00     |
| 34117                     | 691                     | MELISSA J. WIDNER         | 8/10/15     | Truffle program supplies                                                                                                                                                                        | \$34.00      |
| 34118                     | 692                     | NIPSCO                    | 8/10/15     | Gas & Electric Service                                                                                                                                                                          | \$5,498.57   |
| 34119                     | 693                     | OFFICE DEPOT              | 8/10/15     | Address labels, tape, copy paper, contact paper, paper clips, CD/DVD file folders, construction paper, note pads                                                                                | \$389.92     |
| 34120                     | 694                     | PATTY STRINGFELLOW        | 8/10/15     | Mileage 6/11-8/7/15: Management meeting, Branch visit, Demotte Back to School program, Directors' Meeting                                                                                       | \$128.80     |
| 34121                     | 695                     | PRECISION CONTROL SYSTE   | 8/10/15     | Quarterly Invoice for Routine Maintenance @ Rens & DeM(Contract Jan.1 thru Dec. 31, 2015)                                                                                                       | \$2,099.00   |
| 34122                     | 696                     | PROQUEST LLC              | 8/10/15     | Rensselaer Republican Microfilm 9/1-12/31/14                                                                                                                                                    | \$172.12     |
| 34123                     | 697                     | RAYANN GILMORE            | 8/10/15     | DeM. Petty Cash: postage, staff party expenses                                                                                                                                                  | \$25.14      |
| 0                         | 698                     | SAGE PAYMENT SOLUTIONS    | 8/10/15     | Merchant Processing Fees- July 2015 (automatic withdrawal on 8/3/15)                                                                                                                            | \$59.52      |
| 34124                     | 699                     | SMITH OFFICE EQUIPMENT    | 8/10/15     | Sticky notes, felt, chair mats                                                                                                                                                                  | \$222.86     |
| 34125                     | 700                     | ULINE                     | 8/10/15     | DVD cases, CD cases                                                                                                                                                                             | \$519.82     |
| 34126                     | 701                     | UNIQUE MANAGEMENT SERVI   | 8/10/15     | Collections: Initial/Secondary Placements- July 2015                                                                                                                                            | \$187.95     |
| 34127                     | 702                     | WAYFAIR SUPPLY            | 8/10/15     | 5 desks                                                                                                                                                                                         | \$2,100.00   |
| 34128                     | 703                     | WHEATFIELD CHAMBER OF C   | 8/10/15     | Sandhill Crane Festival 10x10 Booth                                                                                                                                                             | \$40.00      |
| 34131                     | 704                     | JASPER COUNTY PUBLIC LIB  | 8/19/15     | To Purchase CD#002-0668943762 for 365 days                                                                                                                                                      | \$500,000.00 |
| 34130                     | 705                     | JASPER COUNTY PUBLIC LIB  | 8/19/15     | To Purchase CD#002-0668943754 for 365 days.                                                                                                                                                     | \$275,000.00 |
| 34129                     | 706                     | JASPER COUNTY PUBLIC LIB  | 8/19/15     | To Purchase CD#002-0668943770 for 365 days.                                                                                                                                                     | \$725,000.00 |

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| Warrant Number                | Claim Number | Name of Claimant         | Date    | Explanation                                             | Total                 |
|-------------------------------|--------------|--------------------------|---------|---------------------------------------------------------|-----------------------|
| 0                             | 707          | JASPER COUNTY PUBLIC LIB | 8/19/15 | CD# 002-0668786509 Matured                              | \$500,000.00          |
| 0                             | 708          | PAYROLL                  | 8/25/15 | PAYROLL                                                 | \$48,575.51           |
| 0                             | 709          | AFLAC                    | 8/25/15 | Supplemental Insurance August 2015 (Conf. #283)         | \$546.54              |
| 0                             | 710          | BILL HROMADA             | 8/25/15 | Courier Mileage, 8/3/15-8/14/15 (Conf #287)             | \$320.85              |
| 0                             | 711          | CENTURYLINK              | 8/25/15 | WH: Local Phone Service August 2015 (Conf. # 290)       | \$126.30              |
| 0                             | 712          | CENTURYLINK              | 8/25/15 | WH: Fax Service August 2015 (Conf. # 289)               | \$49.23               |
| 0                             | 713          | CENTURYLINK              | 8/25/15 | Long distance phone service- August 2015 (Conf# 284)    | \$18.43               |
| 0                             | 714          | CITY OF RENSSELAER       | 8/25/15 | RENS: Utilities 7/8/15-8/7/15 (Conf. #285)              | \$4,379.33            |
| 0                             | 715          | DENISE HAVENS            | 8/25/15 | Substitute Courier Mileage 8/5/15 (conf# 286)           | \$40.25               |
| 0                             | 716          | GREAT-WEST RETIREMENT S  | 8/25/15 | Annuity Withheld 8/25/15 payroll (Conf. #291)           | \$1,005.00            |
| 0                             | 717          | INPRS fbo PERF           | 8/25/15 | 8/25/15 Payroll Contributions                           | \$5,755.20            |
| 0                             | 718          | IRS USA TAXPAYMENT       | 8/25/15 | EFT-FICA & Federal Taxes w/held 8/25/15 (Ref #65737453) | \$10,943.91           |
| 0                             | 719          | NIPSCO                   | 8/25/15 | DM: Gas & electric service                              | \$24.33               |
| 0                             | 720          | JASPER COUNTY PUBLIC LIB | 8/27/15 | Insurance Rebate Transfer A/R#349                       | \$192.88              |
| <b>Total Amount of Claims</b> |              |                          |         |                                                         | <b>\$2,210,475.12</b> |

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, September 09, 2015

\_\_\_\_\_  
Fiscal Officer

### ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$2,210,475.12

Date this 14<sup>th</sup> day of September, 2015.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.



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# JASPER COUNTY PUBLIC LIBRARY

## Receipt Breakdown

August 31, 2015

|                                              | THIS MONTH  | YEAR-TO-DATE | TOTAL RECEIPTS<br>THIS MONTH | TOTAL RECEIPTS<br>YEAR-TO-DATE |
|----------------------------------------------|-------------|--------------|------------------------------|--------------------------------|
| <b>FINES &amp; FEES:</b>                     |             |              | \$2,224.91                   | \$22,176.24                    |
| DeMotte                                      | \$708.38    | \$7,213.02   |                              |                                |
| Rensselaer                                   | \$805.43    | \$8,379.73   |                              |                                |
| Wheatfield                                   | \$711.10    | \$6,583.49   |                              |                                |
| <b>PHOTOCOPIES:</b>                          |             |              | \$881.97                     | \$6,758.42                     |
| DeMotte                                      | \$355.10    | \$2,675.34   |                              |                                |
| Rensselaer                                   | \$310.47    | \$2,581.63   |                              |                                |
| Wheatfield                                   | \$216.40    | \$1,501.45   |                              |                                |
| <b>INTEREST (Checking, Repurchase, CDs):</b> |             |              | \$63.18                      | \$442.55                       |
| <b>TAXES:</b>                                |             |              | \$75,613.24                  | \$1,298,471.65                 |
| Property Tax                                 | \$0.00      | \$634,588.74 |                              |                                |
| LOIT                                         | \$17,903.58 | \$143,228.65 |                              |                                |
| License Excise Tax                           | \$0.00      | \$50,726.30  |                              |                                |
| Financial Institution Tax                    | \$0.00      | \$1,228.91   |                              |                                |
| CVET(Commercial Vehicle Excise)              | \$0.00      | \$7,021.77   |                              |                                |
| Local Option/Certified Shares                | \$47,192.33 | \$377,538.64 |                              |                                |
| Local Option/Property Tax Repl.              | \$10,517.33 | \$84,138.64  |                              |                                |
| <b>TAXABLE SALES:</b>                        |             |              | \$7.38                       | \$80.11                        |
| <b>REFUNDS:</b>                              |             |              | \$1,855.55                   | \$18,333.75                    |
| Rebates/Refund                               | \$1,555.55  | \$1,565.51   |                              |                                |
| Insurance Claims/Reimbursements              | \$0.00      | \$5,534.75   |                              |                                |
| Meeting Room Rental                          | \$150.00    | \$1,300.00   |                              |                                |
| Reimbursement                                | \$0.00      | \$1,259.19   |                              |                                |
| Fixed Asset Sales                            | \$150.00    | \$150.00     |                              |                                |
| Miscellaneous Receipts                       | \$0.00      | \$125.30     |                              |                                |
| Interfund Transfer                           | \$0.00      | \$8,399.00   |                              |                                |
| <b>TOTAL OPERATING FUND RECEIPTS:</b>        |             |              | <b>\$80,646.23</b>           | <b>\$1,346,262.72</b>          |
| <b>PLAC FUND:</b>                            |             |              | \$0.00                       | \$0.00                         |
| <b>GIFT FUNDS:</b>                           |             |              | \$926.37                     | \$11,859.59                    |
| DeMotte                                      | \$54.00     | \$4,496.36   |                              |                                |
| Rensselaer                                   | \$787.37    | \$4,663.82   |                              |                                |
| Wheatfield                                   | \$85.00     | \$2,699.41   |                              |                                |
| <b>LIB. IMPROV. RESERVE FUND:</b>            |             |              | \$14.83                      | \$128.11                       |
| Interest Earned                              | \$14.83     | \$128.11     |                              |                                |
| Transfer from OPERATING                      | \$0.00      | \$0.00       |                              |                                |
| <b>BOND &amp; INTEREST REDEMPTION FUND:</b>  |             |              | \$0.00                       | \$172,702.65                   |
| Property Tax                                 | \$0.00      | \$160,152.37 |                              |                                |
| License Excise Tax                           | \$0.00      | \$10,794.54  |                              |                                |
| Financial Institution Tax                    | \$0.00      | \$261.51     |                              |                                |
| CVET(Commercial Vehicle Excise)              | \$0.00      | \$1,494.23   |                              |                                |
| Interfund Transfer                           | \$0.00      | \$0.00       |                              |                                |
| <b>RAINY DAY FUND:</b>                       |             |              | \$0.00                       | \$2,098.45                     |
| Special CAGIT Distribution                   | \$0.00      | \$0.00       |                              |                                |
| Interest Earned                              | \$0.00      | \$2,098.45   |                              |                                |
| <b>STATE TECHNOLOGY FUND GRANT FUND:</b>     |             |              | \$0.00                       | \$9,733.00                     |
| <b>CAPITAL PROJECTS FUND:</b>                |             |              | \$3,858.85                   | \$9,479.02                     |
| Interest Earned                              | \$3,858.85  | \$9,479.02   |                              |                                |
| Property Tax                                 | \$0.00      | \$0.00       |                              |                                |
| License Excise Tax                           | \$0.00      | \$0.00       |                              |                                |
| Financial Institution Tax                    | \$0.00      | \$0.00       |                              |                                |
| CVET(Commercial Vehicle Excise)              | \$0.00      | \$0.00       |                              |                                |
| Interfund Transfer                           | \$0.00      | \$0.00       |                              |                                |
| <b>HOST/HOSPITALITY FUND:</b>                |             |              | \$0.00                       | \$0.00                         |
| <b>LEVY EXCESS FUND:</b>                     |             |              | \$0.00                       | \$0.00                         |
| <b>SALES TAX:</b>                            |             |              | \$11.02                      | \$112.75                       |
| <b>CASH CHANGE FUND</b>                      |             |              | \$0.00                       | \$0.00                         |
| <b>INSURANCE REFUND FUND:</b>                |             |              | \$192.88                     | \$192.88                       |
| Interfund Transfer                           | \$192.88    | \$192.88     |                              |                                |
| <b>INSURANCE SETTLEMENT FUND</b>             |             |              | \$0.00                       | \$7,465.94                     |
| <b>SUB-TOTAL (page 1)</b>                    |             |              | <b>\$85,650.18</b>           | <b>\$1,560,035.11</b>          |

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**WITHHOLDING ACCOUNT FUNDS:**

|                         |            |             |
|-------------------------|------------|-------------|
| FIT Tax Collected       | \$7,943.67 | \$61,613.72 |
| FICA Collected          | \$7,509.19 | \$58,320.44 |
| State Tax Collected     | \$3,566.48 | \$27,470.26 |
| County Tax Collected    | \$2,786.43 | \$21,623.20 |
| Deferred Comp Plan      | \$2,010.00 | \$15,600.00 |
| Pre-tax Insurance Plans | \$3,162.24 | \$24,420.33 |
| Life Insurance          | \$217.92   | \$1,749.36  |
| INPRS                   | \$3,000.22 | \$23,557.12 |
| Garnishments            | \$0.00     | \$108.00    |
| Credit Union            | \$0.00     | \$43.28     |

\$30,196.15

\$234,505.71

**TOTAL RECEIPTS - ALL FUNDS.....**

**\$115,846.33**

**\$1,794,540.82**

## Voucher List

Report Date: From

9/1/15 To

9/14/15

| Warrant Number | Claim Number | Name of Claimant                 | Date    | Explanation                                                                                                                                                                                                                                            | Total       |
|----------------|--------------|----------------------------------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 0              | 721          | PAYROLL                          | 9/14/15 | PAYROLL                                                                                                                                                                                                                                                | \$192.88    |
| 34132          | 722          | AARON'S LAWN CARE                | 9/14/15 | Mowing, edging                                                                                                                                                                                                                                         | \$845.00    |
| 34133          | 723          | ACE HARDWARE                     | 9/14/15 | Electrical Tape                                                                                                                                                                                                                                        | \$4.99      |
| 34134          | 724          | ANTHEM BLUE CROSS BLUE           | 9/14/15 | Health Insurance premiums- September 2015                                                                                                                                                                                                              | \$12,280.32 |
| 34135          | 725          | ANTHEM LIFE                      | 9/14/15 | Life Insurance premiums- September 2015                                                                                                                                                                                                                | \$111.42    |
| 34136          | 726          | ARCADIA PUBLISHING               | 9/14/15 | Books                                                                                                                                                                                                                                                  | \$230.27    |
| 34137          | 727          | BAKER & TAYLOR                   | 9/14/15 | Books, Continuations, AV, Auto. Yours                                                                                                                                                                                                                  | \$14,538.37 |
| 34138          | 728          | BAKER & TAYLOR ENTERTAIN         | 9/14/15 | DVDs                                                                                                                                                                                                                                                   | \$1,032.25  |
| 34139          | 729          | BLUETARP FINANCIAL, INC          | 9/14/15 | Wall Patch Compound, Sidewalk Concrete Crack Sealer, Mortar Repair Mix for Sidewalk, Tile Panel, BondexConcrete Patch,                                                                                                                                 | \$156.59    |
| 34140          | 730          | CAROLYNN DeVRIES                 | 9/14/15 | Mileage 8/3/15: Books in Motion Seminar                                                                                                                                                                                                                | \$9.20      |
| 34141          | 731          | DEBORAH KRISTOFF                 | 9/14/15 | Mileage 8/11/15, 8/26/15: Reference Counterparts, Branch Manager Counterparts                                                                                                                                                                          | \$65.67     |
| 34142          | 732          | DELTA DENTAL                     | 9/14/15 | Dental Insurance premiums- September 2015                                                                                                                                                                                                              | \$522.18    |
| 34143          | 733          | DEMCO                            | 9/14/15 | Scotch BookTape, Crystal Clear Tape, Stacking Letter Trays, Spine Labels                                                                                                                                                                               | \$541.04    |
| 34144          | 734          | DEPARTMENT OF HOMELAND           | 9/14/15 | Rens: Boiler Inspection/Certificate Fees                                                                                                                                                                                                               | \$25.00     |
| 34145          | 735          | DEYOUNG PLUMB, HTG, & AIR        | 9/14/15 | Wh: Backflow Testing                                                                                                                                                                                                                                   | \$150.00    |
| 34146          | 736          | ENA SERVICES LLC                 | 9/14/15 | Internet service for August 2015                                                                                                                                                                                                                       | \$1,081.00  |
| 34147          | 737          | Evansville Vanderburgh Public Li | 9/14/15 | Damaged ILL Book: Murder Simply Brewed                                                                                                                                                                                                                 | \$40.95     |
| 34148          | 738          | FLEX-PAC INC                     | 9/14/15 | Paper Towels, Handsoap, Toilet Tissue                                                                                                                                                                                                                  | \$423.39    |
| 34149          | 739          | GRAINGER                         | 9/14/15 | Tri-Flow Superior Lubricant                                                                                                                                                                                                                            | \$17.12     |
| 34150          | 740          | HAINES & COMPANY, INC.           | 9/14/15 | DeM: Annual Northwest Indiana Directories                                                                                                                                                                                                              | \$355.50    |
| 34151          | 741          | HAMSTRA BUILDERS, INC.           | 9/14/15 | WH: Installed New Ambient Kit on Condensor Unit for Office Area                                                                                                                                                                                        | \$598.60    |
| 34152          | 742          | HERITAGE OFFICE PRODUCT          | 9/14/15 | Name Tags                                                                                                                                                                                                                                              | \$23.00     |
| 34153          | 743          | INDIANA LIBRARY FEDERATIO        | 9/14/15 | ILF Conference Registration, November 2015 - S. Maxwell                                                                                                                                                                                                | \$220.00    |
| 34154          | 744          | JASON GILBERT                    | 9/14/15 | Sprinkler Parts & Plumbing                                                                                                                                                                                                                             | \$74.86     |
| 34156          | 745          | JASPER COUNTY HISTORICAL         | 9/14/15 | Vintage Views- Issue 24                                                                                                                                                                                                                                | \$10.00     |
| 34155          | 746          | JASPER CO. VETERANS COU          | 9/14/15 | 3- 3X5 USA Flags, 3 - 4X6 Flags                                                                                                                                                                                                                        | \$228.00    |
| 34157          | 747          | JEAN LAMBERT                     | 9/14/15 | Mileage 7/12 - 8/30/15: Recycling, pick up cleaning supplies, return items, buy movie                                                                                                                                                                  | \$9.89      |
| 34158          | 748          | KIMBERLY HUNTER                  | 9/14/15 | Mileage 6/4 & 8/24/15: Returning to Rens from CIRC Counterparts @ W, Ask meeting @ Demotte                                                                                                                                                             | \$37.95     |
| 34160          | 749          | LIBERTY MUTUAL INSURANC          | 9/14/15 | Renewal Notary Bond-E Duran                                                                                                                                                                                                                            | \$50.00     |
| 34161          | 750          | LINDA POORTENGA                  | 9/14/15 | Mileage 8/12, 8/18, 8/19, 8/26, 9/1/15: Chamber meeting @ JCH, Mgt @ D, Took Milroy items to be framed @ Lafayette Frame Shop, B2B @ Hammond, Deliveries @ Starke/Pulaski, Br Counterparts @ Valpo, Pick up framed Milroy items @ Lafayette Frame Shop | \$273.70    |
| 34162          | 751          | LITTLEBITS ELECTRONICS IN        | 9/14/15 | Deluxe Kit, Space Kit                                                                                                                                                                                                                                  | \$1,774.80  |
| 34159          | 752          | LAKESHORE LEARNING MATE          | 9/14/15 | Literacy games                                                                                                                                                                                                                                         | \$223.98    |
| 34163          | 753          | MOTION PICTURE LICENSING         | 9/14/15 | License Certificate - Rensselaer Lib (8/01/2015 - 10/01/2016)                                                                                                                                                                                          | \$108.76    |
| 34164          | 754          | PRECISION CONTROL SYSTE          | 9/14/15 | DeM: Added Oil To Air Conditioning Compressor Unit, Replaced Oil Pressure Switch, Replaced Actuator, Linkage Kit                                                                                                                                       | \$6,599.29  |
| 34166          | 755          | REPUBLIC SERVICES #715           | 9/14/15 | Wh: Trash Service- September 2015                                                                                                                                                                                                                      | \$73.17     |
| 34167          | 756          | ROEING CORPORATION               | 9/14/15 | StarTech Parallel Adapter Card                                                                                                                                                                                                                         | \$31.00     |
| 34165          | 757          | RENSSELAER ROTARY CLUB           | 9/14/15 | July & August 2015 dues & meals                                                                                                                                                                                                                        | \$96.00     |
| 34168          | 758          | SENTIMENTAL PRODUCTIONS          | 9/14/15 | DVDs                                                                                                                                                                                                                                                   | \$125.00    |

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| <i>Warrant<br/>Number</i> | <i>Claim<br/>Number</i> | <i>Name of Claimant</i>   | <i>Date</i> | <i>Explanation</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <i>Total</i> |
|---------------------------|-------------------------|---------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 34169                     | 759                     | SHOWCASES                 | 9/14/15     | 2 Disc DVD Cases                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$734.40     |
| 34171                     | 760                     | SVT, LLC                  | 9/14/15     | YA Counterparts Meeting Supplies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$72.97      |
| 34170                     | 761                     | SUNRISE PACKAGING INC.    | 9/14/15     | Audiobook Cases                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$114.69     |
| 34172                     | 762                     | TREASURE BAY, INC         | 9/14/15     | Books                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$99.50      |
| 34173                     | 763                     | VISION SERVICE PLAN- (IN) | 9/14/15     | Vision Insurance Premiums- September 2015                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | \$214.74     |
| 34174                     | 764                     | WAL-MART COMMUNITY/RFC    | 9/14/15     | Summer Reading Program Supplies, DVDs, Clorox Wipes, Cleaning Supplies, Batteries, 1 inch Binders, Rens Meeting Room Supplies,                                                                                                                                                                                                                                                                                                                                                                                  | \$883.72     |
| 34175                     | 765                     | WAYFAIR SUPPLY            | 9/14/15     | 4 Mesh Back Chairs with Arms                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$781.97     |
| 34176                     | 766                     | YVONNE DEL VECCHIO        | 9/14/15     | Mileage 7/1 - 8/27/15: Walking Books, Book Club, deliver newsletters, ASK Committee                                                                                                                                                                                                                                                                                                                                                                                                                             | \$53.53      |
| 0                         | 767                     | PAYROLL                   | 9/10/15     | PAYROLL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | \$50,593.82  |
| 0                         | 768                     | BILL HROMADA              | 9/10/15     | Courier Mileage, 8/16-8/31/15 (Conf #293)                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | \$392.15     |
| 0                         | 769                     | GREAT-WEST RETIREMENT S   | 9/10/15     | Annuity Withheld 9/10/15 payroll (Conf. #294)                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | \$1,005.00   |
| 0                         | 770                     | INDIANA DEPARTMENT OF RE  | 9/10/15     | EFT-State & County Taxes w/held August 2015 Payrolls (Ref #87425)                                                                                                                                                                                                                                                                                                                                                                                                                                               | \$6,352.91   |
| 0                         | 771                     | INPRS fbo PERF            | 9/10/15     | 9/10/15 Payroll Contributions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | \$5,992.00   |
| 0                         | 772                     | IRS USA TAXPAYMENT        | 9/10/15     | EFT-FICA & Federal Taxes w/held 9/10/15 (Ref #45993697)                                                                                                                                                                                                                                                                                                                                                                                                                                                         | \$11,481.08  |
| 0                         | 773                     | TOWN OF WHEATFIELD        | 9/10/15     | Wh: Sewer- September 2015 (conf# 292)                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$56.65      |
| 0                         | 774                     | ALLIANCE BANK             | 9/14/15     | Direct Deposit Fees August 2015                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$37.00      |
| 34177                     | 775                     | BOOKPAGE                  | 9/14/15     | Magazine (10/2015-09/2016)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | \$480.00     |
| 34178                     | 776                     | CEREBELLUM CORPORATION    | 9/14/15     | DVDs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$209.31     |
| 34179                     | 777                     | CIRCLE R ELECTRIC, INC.   | 9/14/15     | DeM: replace ceiling lights, emergency lights, parking lot lights, and flag light                                                                                                                                                                                                                                                                                                                                                                                                                               | \$1,783.80   |
| 34180                     | 778                     | CULLIGAN WATER CONDITIO   | 9/14/15     | Wh: Water Cooler Rental-August 2015, 5-gallon drinking water- 9                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$76.50      |
| 34181                     | 779                     | DONNA BARKO               | 9/14/15     | Mileage 8/6-9/24/15: Bank deposits, Post Office, new employee orientation                                                                                                                                                                                                                                                                                                                                                                                                                                       | \$57.21      |
| 34182                     | 780                     | DUMAS & MAHNESMITH P.C.   | 9/14/15     | Legal Assistance: Personnal Matter                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | \$95.00      |
| 34183                     | 781                     | HP Products               | 9/14/15     | Glass Cleaner, Toilet Bowl Cleaner, Trash Bags                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | \$222.05     |
| 34184                     | 782                     | INDIANA ARCHIVES & RECOR  | 9/14/15     | DeM; 1 roll microfilm Kankakee Valley Post News Jan 2, 2014 to Dec. 25, 2014                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$49.27      |
| 34185                     | 783                     | INDIANA WASTE SERVICE     | 9/14/15     | DeM: Trash Pick-up, September 2015                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | \$87.70      |
| 34186                     | 784                     | JOHN HENSLEY              | 9/14/15     | Parking Lot Sealing & Striping, hot rubber - fill cracks - Wh                                                                                                                                                                                                                                                                                                                                                                                                                                                   | \$4,317.28   |
| 34187                     | 785                     | KIRBY RISK CORPORATION    | 9/14/15     | Lightbulbs, Staff Entrance Light Fixture                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | \$333.16     |
| 34188                     | 786                     | MIDWEST TAPE              | 9/14/15     | DVDs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$267.93     |
| 34189                     | 787                     | NIPSCO                    | 9/14/15     | WH: Gas & Electric Service                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | \$2,310.91   |
| 34190                     | 788                     | OFFICE DEPOT              | 9/14/15     | Pencils, Glue Dots, Straight Blade Replacements, Copy Paper, Manilla CD Folders, SubJect Portfolios, Rubberbands, Contruction Paper, Ruled Index cards, Sticky Notes                                                                                                                                                                                                                                                                                                                                            | \$271.80     |
| 34191                     | 789                     | RENSSELAER CHAMBER OF C   | 9/14/15     | Chamber Meeting Expenses - March thru August 2015                                                                                                                                                                                                                                                                                                                                                                                                                                                               | \$50.00      |
| 34192                     | 790                     | TRU-GREEN LIMITED PARTNE  | 9/14/15     | Dem, Rens, WH: Lawn Fertilized                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | \$251.00     |
| 0                         | 791                     | SAGE PAYMENT SOLUTIONS    | 9/14/15     | Merchant Processing Fees- August 2015 (automatic withdrawal on 9/2/15)                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$51.88      |
| 34193                     | 792                     | UNIQUE MANAGEMENT SERVI   | 9/14/15     | Collections: Initial/Secondary Placements- August 2015                                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$80.55      |
| 34194                     | 793                     | BUSINESS CARD             | 9/14/15     | TLC University airfare, Difference is You conference registrations, Digipalooza expenses, Notary renewal application fee, children's supplies, drinking fountain repair parts, ILF conference registration, domain renewal, Milroy framing, CYPD expenses, Staff Unbirthday Party expenses, Branch Counterparts meeting expenses, Reference Counterparts meeting expenses, B2B expenses, adult program supplies, Director's Meeting expenses, Management Meeting expenses, Teen Volunteer Party expenses, books | \$2,697.79   |
| 34195                     | 794                     | CENTURYLINK               | 9/14/15     | Long distance phone service- August 2015                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | \$21.87      |

| <i>Warrant<br/>Number</i>     | <i>Claim<br/>Number</i> | <i>Name of Claimant</i> | <i>Date</i> | <i>Explanation</i>                                                                                                     | <i>Total</i>        |
|-------------------------------|-------------------------|-------------------------|-------------|------------------------------------------------------------------------------------------------------------------------|---------------------|
| 34196                         | 795                     | FLEX-PAC INC            | 9/14/15     | Toilet paper                                                                                                           | \$131.99            |
| 34197                         | 796                     | JAMES BULANDA           | 9/14/15     | Program presenter                                                                                                      | \$425.00            |
| 34198                         | 797                     | NIPSCO                  | 9/14/15     | DeM: Gas & Electric Service 8/5-9/4/15                                                                                 | \$2,457.39          |
| 34199                         | 798                     | PATTY STRINGFELLOW      | 9/14/15     | Mileage 8/12-8/27/15: Branch Visits, meet with Board Treasurer, Librarian's Council meeting                            | \$115.00            |
| 34200                         | 799                     | QUILL CORPORATION       | 9/14/15     | Cord organizer clips, cable, cardstock, labels                                                                         | \$105.06            |
| 34202                         | 800                     | RAYANN GILMORE          | 9/14/15     | Mileage 6/8-9/11/15: Bank deposits, Post Office, Courthouse, Laundry drop-off & pick-up, Staff Development Day carpool | \$42.15             |
| 34201                         | 801                     | RAYANN GILMORE          | 9/14/15     | Rensselaer Petty Cash: postage, laundry                                                                                | \$44.75             |
| 34203                         | 802                     | RCHS CHAOS              | 9/14/15     | 2014-2015 yearbook                                                                                                     | \$45.00             |
| 34204                         | 803                     | USA TODAY               | 9/14/15     | Wh: Newspaper subscription Acct# 4209466 10/1/15-9/30/16                                                               | \$293.06            |
| <b>Total Amount of Claims</b> |                         |                         |             |                                                                                                                        | <b>\$139,421.68</b> |

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, September 14, 2015

Fiscal Officer

### ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$139,421.68

Date this 14<sup>th</sup> day of September, 2015.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for on 12:00:00 AM.



*Oct*

**Agenda  
Jasper County Public Library  
Board of Trustees Meeting  
Monday, October 12, 2015, 6pm  
Rensselaer Public Library**

**Opening of Meeting**

Moment of Silence

**Approval of Consent Agenda & Consent Agenda Items**

Action

Minutes of September Board Meeting  
Bills/Financial Reports  
Policy Review (R 10, R 12, R 16, R 18)

**General Business**

Budget 2016 Adoption (R 30)  
Health Insurance Renewal (R 30)  
Advanced Tax Draw Resolution (R 31)  
Board By-Law Revision (R 20; R 31)  
2016 Slate of Officers (R 31)

Action  
Action  
Action  
Action  
Information

**Director's Report** (R 30–R 34)

Information

**Items for Future Agendas**

**Public Forum**

**Adjournment**



## **MINUTES**

**Jasper County Public Library Board of Trustees**  
**6:00 PM**

**September 14, 2015**  
**Wheatfield Library**

**Present:** Jody Melton, Natalie Waling, Timothy Schultz, Janet Umlauf, Mark Heinig, Patricia Stringfellow, Rayann Gilmore, Evie Bristol, Rachael Cavinder

**Absent:** Deana George, Janelle Harper

**Agenda & Consent Agenda Approval:** The Agenda and Consent Agenda Items including the August Board Meeting Minutes, bills/financial reports, and salary ordinance update were approved on a motion by J. Melton, seconded by N. Waling. Motion passed.

**2016 Budget Hearing:** No citizens were in attendance for the hearing with questions or concerns on the proposed budgets. The President deemed the hearing closed.

**Wheatfield Library Annual Report:** Branch Manager, Evie Bristol, reported that they have been doing a little bit of rearranging. CDs have been moved to allow additional DVD space, collection weeding is in process with more rearranging possible to create a better flow, and the reference collection has been interfiled with the non-fiction collection. A second study room has also been created using a small computer room. An increase in tutoring at the library necessitated this change. Several big programs have been held in the last year. Matthew Ball, the Boogie Woogie Kid, brought record attendance with about 60 people attending. Bill Jamerson presented a program on the Dollar a Day Boys, Karen Land talked about the Iditarod, and John Conley related what it was like growing up in Jasper County. The Wheatfield Library building turns 10 years old in 2015. We plan to celebrate in October with various programs during the week of October 19-23. Evie also announced that she finished her MLS degree in May!

Children's Specialist, Rachael Cavinder, shared that the Stuffed Animal Sleepover program was offered again this year. There were so many requests for it that they will continue to offer the program annually. This year library 'resident', Darby (the stuffed dog), participated. He taught the other stuffed animals how to be superheroes. Sixteen kids/stuffed animals participated. One important topic at Staff Development Day was how the library is changing digitally. A technological change made this year was the addition of an Instagram account. Carolynn Devries, children's assistant, handles this account. She shares her monthly teen book discussions, programs, displays, book suggestions, etc. It's exciting to see different teens follow this account and 'like' what Carolynn puts on it. Local author, Shannon Anderson, visited during Children's Book Week in May. She read two of her books, talked about the writing process, and shared her love of reading. In October, local teenage author, Alex Steinberg, will be here for Teen Read Week to promote his book.

**Health Insurance Renewal:** Our renewal rate has gone down, coming in at -2.8%. Further information will be available at the October Board Meeting.

**Debit/Credit Payment Service:** We have been offering a Debit/Credit payment option to patrons through a vendor named Sage. There have been challenges with this vendor administratively and technically since we began using them. We have not been totally satisfied. Because we use Sage we are required to be PCI compliant. New PCI regulations which go into effect October 1 will require us to replace our current card terminals with terminals that can read embedded chips. This would be expensive for us and since we are not entirely happy with Sage,

it is time to make a change. We have been working hard to find an alternative to our current process and have a solution, Spark Pay. Spark Pay will send us three free card readers that we will attach to iPads that we already own. Cards will be swiped and patrons will sign the iPads. Receipts, if desired, will be emailed to the patron. PCI compliance will be met by Spark Pay which will make this service much easier to maintain and administrate. There is no need to purchase new devices and the processing fee per transaction will be less than with Sage. We recommend that the library offer our debit/credit payment option to patrons using Spark Pay with a card reader/iPad at each library location. M. Heinig moved to switch from Sage to Spark Pay for the debit/credit processing service, seconded by J. Melton. Motion passed.

**Bylaw Revision:** A revision to the Board By-Laws is recommended. Striking the last sentence in the nepotism section will make the wording in this section identical to the wording in the board approved Personnel Policy. N. Waling motioned to amend the Board By-Laws to include this revision, seconded by M. Heinig.

**NILBA Dinner:** MacKenzie Ledley, Library Director for the Pulaski County Public Library and P. Stringfellow are co-coordinating a NILBA Dinner for Northwest Indiana library trustees and directors. The event will be held October 29 at the Silver Spoon in Valparaiso. Dinner will begin at 6pm with presentations to follow at 6:30pm. Presentations will include a legislative update from Jos Holman and Public Access Laws given by Luke Britt, Public Access Counselor. If any Board Members are interested in attending, they can let P. Stringfellow know in the next week. J. Umlauf and N. Waling expressed interest in attending.

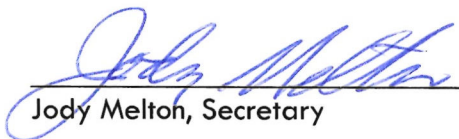
**Director's Report:** Staff Development Day was held on Friday, September 11. It went really well. DeMotte Library hosted this year. Training included presentations on ELAC and Transliteracy given by a trainer from the State Library and Blood-Borne Pathogens. Staff also enjoyed educational round tables and life size games in the afternoon.

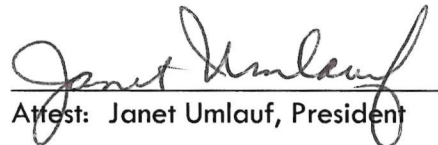
DeMotte compressor installation is scheduled for September 16 & 17. It will require the AC being turned off for a portion of the 2-day install. We will keep our building open, closing early only if building temperatures become too hot for patrons, staff, and equipment.

We received our deed and Owner's Policy of Title Insurance for the newly purchased property in DeMotte. Ed Dumas will now work to remove the property from the tax roll.

This summer three CDs matured. We reinvested this money in three new CDs that will mature in one year. The rates are poor but better than our sweep account. Invested monies are from our Capital Projects and Rainy Day Funds and are not monies that we anticipate needing access to within the next year.

**Adjournment:** With no further matters for discussion J. Umlauf adjourned the meeting at 6:35 PM.

  
Jody Melton, Secretary

  
Attest: Janet Umlauf, President

**CIRCULATION BY HOLDINGS CODE**  
**September 2015**

| ITEM CODE                         | DEMOTTE | RENSSELAER | WHEATFIELD | TOTAL |
|-----------------------------------|---------|------------|------------|-------|
| Award Winner JBIO (DAJBIO)        | 0       | 0          | 0          | 0     |
| Award Winner JE (DAJE)            | 0       | 0          | 0          | 0     |
| Award Winner JFIC (DAJFIC)        | 23      | 3          | 0          | 26    |
| Award Winner JNF (DAJNF)          | 0       | 0          | 0          | 0     |
| Award Winner JPFIC (DAJBPF)       | 0       | 0          | 0          | 0     |
| Award Winning fiction (DAWFIC)    | 0       | 0          | 0          | 0     |
| Award Winning non-fiction (DAWNF) | 0       | 0          | 0          | 0     |
| Award Winner YAFIC (DAYAF)        | 0       | 0          | 0          | 0     |
| Award Winner YAPFIC (DAYPBF)      | 0       | 0          | 0          | 0     |
| Biography (DBIO)                  | 32      | 2          | 0          | 34    |
| Blu-Ray (DBR)                     | 74      | 0          | 0          | 74    |
| Books on CD (DBKCD)               | 193     | 12         | 4          | 209   |
| Books on Tape (DBKT)              | 0       | 0          | 0          | 0     |
| Compact Disc (DCD)                | 201     | 9          | 3          | 213   |
| Digital Audiobooks (DDA)          | 25      | 0          | 0          | 25    |
| DVD (DDVD)                        | 1304    | 42         | 4          | 1350  |
| Equipment (DEQP)                  | 49      | 0          | 0          | 49    |
| See librarian (DERR)              | 0       | 0          | 0          | 0     |
| Express Book (DEXP)               | 31      | 0          | 0          | 31    |
| Fiction (DFIC)                    | 624     | 30         | 15         | 669   |
| Fiction Fantasy (DFICF)           | 4       | 0          | 2          | 6     |
| Fiction Mystery (DFICM)           | 82      | 6          | 0          | 88    |
| Fiction New (DFICNEW)             | 284     | 18         | 14         | 316   |
| Fiction Science Fiction (DFICSF)  | 6       | 1          | 1          | 8     |
| Fiction Western (DFICW)           | 14      | 1          | 0          | 15    |
| Genealogy (DGENE)                 | 0       | 0          | 0          | 0     |
| Genealogy Mag (DGMAG)             | 0       | 0          | 0          | 0     |
| Graphic Novels (DGN)              | 105     | 1          | 0          | 106   |
| Hanging Bags (DHANG)              | 7       | 2          | 0          | 9     |
| ILL (DILL)                        | 61      | 0          | 4          | 65    |
| Internet (DINTER)                 | 748     | 0          | 0          | 748   |
| Juv. Audio book (DJAUDB)          | 19      | 1          | 0          | 20    |
| Juv. Biography (DJBIO)            | 50      | 1          | 2          | 53    |
| Juv. Book on CD (DJBKCD)          | 0       | 0          | 0          | 0     |
| Juv. Book on Tape (DJBKT)         | 0       | 0          | 0          | 0     |
| Juv. Compact Disc (DJCD)          | 21      | 0          | 0          | 21    |
| Juvenile Easy (DJE)               | 652     | 13         | 4          | 669   |
| Juv. Easy Non-fiction (DJENF)     | 64      | 3          | 0          | 67    |
| Juv. Easy Reader (DJER)           | 383     | 2          | 10         | 395   |
| Juv. Fiction (DJFIC)              | 402     | 5          | 7          | 414   |
| Juv. Holiday books (DJHOL)        | 66      | 1          | 0          | 67    |
| Juv. Magazine (DJMAG)             | 38      | 0          | 0          | 38    |
| Juv. Music Cassette (DJMC)        | 0       | 0          | 0          | 0     |
| Juv. Nonfiction (DJNF)            | 242     | 21         | 1          | 264   |
| Juv. Nonfic Text Bk (DJNFTB)      | 0       | 0          | 0          | 0     |
| Juv. Paperback fic (DJPBF)        | 0       | 0          | 0          | 0     |
| Juv. Professional Coll. (DJPRO)   | 0       | 0          | 0          | 0     |
| Juv. Reference (DJREF)            | 8       | 0          | 0          | 8     |
| Juv. Toddler (DJTOD)              | 116     | 0          | 7          | 123   |

|                                 |     |      |    |      |
|---------------------------------|-----|------|----|------|
| Large Print Fiction (DLPF)      | 215 | 5    | 3  | 223  |
| Large Print Nonfic (DLPNF)      | 15  | 1    | 0  | 16   |
| Magazine (DMAG)                 | 602 | 4    | 9  | 615  |
| Music Cassette (DMCAS)          | 0   | 0    | 0  | 0    |
| Nonfiction 000 (DNF000)         | 9   | 0    | 5  | 14   |
| Nonfiction 100 (DNF100)         | 22  | 0    | 0  | 22   |
| Nonfiction 200 (DNF200)         | 17  | 2    | 0  | 19   |
| Nonfiction 300 (DNF300)         | 31  | 5    | 3  | 39   |
| Nonfiction 400 (DNF400)         | 3   | 0    | 0  | 3    |
| Nonfiction 500 (DNF500)         | 53  | 0    | 0  | 53   |
| Nonfiction 600 (DNF600)         | 95  | 6    | 4  | 105  |
| Nonfiction 700 (DNF700)         | 32  | 3    | 3  | 38   |
| Nonfiction 800 (DNF800)         | 5   | 0    | 0  | 5    |
| Nonfiction 900 (DNF900)         | 47  | 2    | 4  | 53   |
| Nonfiction Blu-Ray (DNFBR)      | 4   | 0    | 0  | 4    |
| Nonfiction DVD (DNFDVD)         | 104 | 3    | 1  | 108  |
| Nonfiction (DNFIC)              | 0   | 0    | 0  | 0    |
| Nonfiction New (DNFNEW)         | 75  | 3    | 2  | 80   |
| Nonfiction VHS (DNFVHS)         | 0   | 0    | 0  | 0    |
| Oversize (DOVER)                | 2   | 0    | 0  | 2    |
| Professional Coll. (DPROF)      | 0   | 0    | 0  | 0    |
| Parent Shelf Juv. Fic (DPSJFic) | 0   | 0    | 0  | 0    |
| Parent Shelf Juv. NF (DPSJNF)   | 2   | 0    | 0  | 2    |
| Reference (DREF)                | 0   | 0    | 0  | 0    |
| Ref. Magazine (DRMAG)           | 0   | 0    | 0  | 0    |
| Reference Software (DRSW)       | 0   | 0    | 0  | 0    |
| Spanish Collection (DSPA)       | 6   | 0    | 0  | 6    |
| Software (DSWAR)                | 24  | 0    | 0  | 24   |
| Vertical File (DVF)             | 0   | 0    | 0  | 0    |
| VHS (DVHS)                      | 0   | 0    | 0  | 0    |
| YA Audio book (DYAUDB)          | 2   | 0    | 0  | 2    |
| YA Biography (DYAB)             | 7   | 0    | 0  | 7    |
| YA Books on CD (DYABKCD)        | 0   | 0    | 0  | 0    |
| YA Books on Tape (DYABKT)       | 0   | 0    | 0  | 0    |
| YA Fiction (DYAF)               | 83  | 7    | 10 | 100  |
| YA Music CD (DYACD)             | 0   | 0    | 0  | 0    |
| YA Nonfiction (DYANF)           | 26  | 0    | 0  | 26   |
| YA Paperback Fic (DYAPBF)       | 0   | 0    | 0  | 0    |
| Storage (DZSTO)                 | 7   | 0    | 0  | 7    |
| Award Winner JBIO (RAJBIO)      | 0   | 0    | 0  | 0    |
| Award Winner JE (RAJE)          | 0   | 0    | 0  | 0    |
| Award Winner JFIC (RAJFIC)      | 0   | 0    | 0  | 0    |
| Biography (RBIO)                | 10  | 37   | 2  | 49   |
| Blu-Ray (RBR)                   | 0   | 224  | 0  | 224  |
| Books on CD (RBKCD)             | 6   | 150  | 2  | 158  |
| Books on Tape (RBKT)            | 0   | 0    | 0  | 0    |
| Compact Disc (RCD)              | 5   | 245  | 0  | 250  |
| Digital Audiobooks (RDA)        | 0   | 30   | 0  | 30   |
| DVD (RDVD)                      | 42  | 2842 | 17 | 2901 |
| Equipment (REQP)                | 0   | 1    | 0  | 1    |
| See librarian (RERR)            | 0   | 0    | 0  | 0    |
| Express Book (REXP)             | 0   | 20   | 0  | 20   |
| Fiction (RFIC)                  | 33  | 605  | 18 | 656  |
| Fiction New (RFICNEW)           | 9   | 324  | 14 | 347  |

|                                 |    |      |   |      |
|---------------------------------|----|------|---|------|
| Genealogy (RGENE)               | 0  | 0    | 0 | 0    |
| Genealogy Mag (RGMAG)           | 0  | 0    | 0 | 0    |
| Gen. Milroy Coll (RGMIL)        | 0  | 0    | 0 | 0    |
| Graphic Novels (RGN)            | 0  | 173  | 7 | 180  |
| Hanging Bag (RHANG)             | 1  | 14   | 0 | 15   |
| ILL (RILL)                      | 2  | 98   | 0 | 100  |
| Internet (RINTER)               | 0  | 1257 | 0 | 1257 |
| Juv. Audio book (RJAUDB)        | 3  | 13   | 0 | 16   |
| Juv. Biography (RJBIO)          | 1  | 32   | 1 | 34   |
| Juv. Book on CD (RJBKCD)        | 0  | 0    | 0 | 0    |
| Juv. Book on Tape (RJBKT)       | 0  | 0    | 0 | 0    |
| Juv. Compact Disc (RJCD)        | 0  | 31   | 0 | 31   |
| Juvenile Easy (RJE)             | 17 | 617  | 5 | 639  |
| Juv. Easy Non-fiction (RJENF)   | 0  | 69   | 0 | 69   |
| Juv. Easy Reader (RJER)         | 2  | 407  | 0 | 409  |
| Juv. Fiction (RJFIC)            | 16 | 662  | 0 | 678  |
| Juv. Magazine (RJMAG)           | 0  | 15   | 2 | 17   |
| Juv. Music Cassette (RJMC)      | 0  | 0    | 0 | 0    |
| Juv. Nonfiction (RJNF)          | 5  | 369  | 2 | 376  |
| Juv. Paperback fic (RJPBF)      | 0  | 0    | 0 | 0    |
| Juv. Professional Coll. (RJPRO) | 0  | 0    | 0 | 0    |
| Juv. Reference (RJREF)          | 0  | 1    | 0 | 1    |
| Juv. Toddler (RJTOD)            | 1  | 105  | 1 | 107  |
| Large Print Fiction (RLPF)      | 19 | 249  | 2 | 270  |
| Large Print Nonfic (RLPNF)      | 0  | 6    | 1 | 7    |
| Magazine (RMAG)                 | 6  | 347  | 0 | 353  |
| Music Cassette (RMCAS)          | 0  | 0    | 0 | 0    |
| Non-Fiction 000 (RNF000)        | 1  | 4    | 0 | 5    |
| Non-Fiction 100 (RNF100)        | 2  | 10   | 2 | 14   |
| Non-Fiction 200 (RNF200)        | 2  | 23   | 0 | 25   |
| Non-Fiction 300 (RNF300)        | 6  | 41   | 0 | 47   |
| Non-Fiction 400 (RNF400)        | 1  | 3    | 0 | 4    |
| Non-Fiction 500 (RNF500)        | 0  | 28   | 0 | 28   |
| Non-Fiction 600 (RNF600)        | 19 | 144  | 2 | 165  |
| Non-Fiction 700 (RNF700)        | 1  | 91   | 0 | 92   |
| Non-Fiction 800 (RNF800)        | 0  | 12   | 0 | 12   |
| Non-Fiction 900 (RNF900)        | 6  | 56   | 2 | 64   |
| Nonfiction Blu-Ray (RNFBFR)     | 0  | 9    | 0 | 9    |
| Nonfiction DVD (RNFDVD)         | 1  | 214  | 0 | 215  |
| Nonfiction (RNFIC)              | 0  | 0    | 0 | 0    |
| Nonfiction new (RNFNEW)         | 8  | 121  | 3 | 132  |
| Nonfiction VHS (RNFVHS)         | 0  | 0    | 0 | 0    |
| Oversize (ROVER)                | 1  | 0    | 0 | 1    |
| Professional Coll. (RPRO)       | 0  | 2    | 0 | 2    |
| Reference (REF)                 | 0  | 0    | 0 | 0    |
| Reference Business (RREFB)      | 0  | 0    | 0 | 0    |
| Ref. Magazine (RRMAG)           | 0  | 0    | 0 | 0    |
| Ready Reference (RRR)           | 0  | 0    | 0 | 0    |
| Reference Software (RRSW)       | 0  | 0    | 0 | 0    |
| Spanish Collection (RSPA)       | 1  | 9    | 0 | 10   |
| Software (RSWAR)                | 0  | 8    | 0 | 8    |
| Vertical File (RVF)             | 0  | 3    | 0 | 3    |
| VHS (RVHS)                      | 0  | 0    | 0 | 0    |
| YA Audio book (RYAUDB)          | 0  | 6    | 0 | 6    |
| YA Biography (RYAB)             | 0  | 2    | 0 | 2    |

|                                  |    |     |      |      |
|----------------------------------|----|-----|------|------|
| YA Books on CD (RYABKCD)         | 0  | 0   | 0    | 0    |
| YA Books on Tape (RYABKT)        | 0  | 0   | 0    | 0    |
| YA Fiction (RYAF)                | 0  | 111 | 10   | 121  |
| YA Music CD (RYACD)              | 1  | 44  | 0    | 45   |
| YA Nonfiction (RYANF)            | 1  | 11  | 0    | 12   |
| YA Paperback Fic (RYAPBF)        | 0  | 0   | 0    | 0    |
| Storage (RZSTO)                  | 0  | 1   | 0    | 1    |
| Award Winner JE (WAJE)           | 0  | 0   | 0    | 0    |
| Biography (WBIO)                 | 0  | 3   | 19   | 22   |
| Blu-Ray (WBR)                    | 0  | 0   | 154  | 154  |
| Books on CD (WBKCD)              | 23 | 10  | 131  | 164  |
| Books on Tape (WBKT)             | 0  | 0   | 0    | 0    |
| Compact Disc (WCD)               | 10 | 19  | 184  | 213  |
| Digital Audiobooks (WDA)         | 0  | 0   | 28   | 28   |
| DVD (WDVD)                       | 12 | 36  | 1752 | 1800 |
| Equipment (WEQP)                 | 0  | 0   | 21   | 21   |
| See librarian (WERR)             | 0  | 0   | 0    | 0    |
| Express Book (WEXP)              | 0  | 0   | 12   | 12   |
| Fiction (WFIC)                   | 29 | 29  | 336  | 394  |
| Fiction Fantasy (WFICF)          | 1  | 1   | 7    | 9    |
| Fiction Mystery (WFICM)          | 4  | 1   | 52   | 57   |
| Fiction New (WFICNEW)            | 25 | 15  | 304  | 344  |
| Fiction Science Fiction (WFICSF) | 0  | 1   | 4    | 5    |
| Fiction Western (WFICW)          | 0  | 0   | 3    | 3    |
| Genealogy (WGENE)                | 0  | 0   | 0    | 0    |
| Genealogy Mag (WGMAG)            | 0  | 0   | 0    | 0    |
| Graphic Novels (WGN)             | 0  | 1   | 22   | 23   |
| Hanging Bags (WHANG)             | 1  | 1   | 15   | 17   |
| ILL (WILL)                       | 0  | 3   | 60   | 63   |
| Internet (WINTER)                | 0  | 0   | 358  | 358  |
| Juv. Audio book (WJAUDB)         | 5  | 3   | 35   | 43   |
| Juv. Biography (WJBIO)           | 1  | 1   | 7    | 9    |
| Juv. Book on CD (WJBKCD)         | 0  | 0   | 0    | 0    |
| Juv. Book on Tape (WJBKT)        | 0  | 0   | 0    | 0    |
| Juv. Compact Disc (WJCD)         | 1  | 0   | 27   | 28   |
| Juvenile Easy (WJE)              | 18 | 12  | 356  | 386  |
| Juv. Easy Non-fiction (WJENF)    | 0  | 4   | 80   | 84   |
| Juv. Easy Reader (WJER)          | 4  | 2   | 248  | 254  |
| Juv. Fiction (WJFIC)             | 13 | 9   | 361  | 383  |
| Juv. Magazine (WJMAG)            | 0  | 0   | 48   | 48   |
| Juv. Music Cassette (WJMC)       | 0  | 0   | 0    | 0    |
| Juv. Nonfiction (WJNF)           | 7  | 28  | 189  | 224  |
| Juv. Paperback fic (WJPBF)       | 0  | 0   | 0    | 0    |
| Juv. Professional Coll. (WJPRO)  | 0  | 0   | 0    | 0    |
| Juv. Reference (WJREF)           | 0  | 0   | 0    | 0    |
| Juv. Toddler (WJTOD)             | 3  | 0   | 109  | 112  |
| Large Print Fiction (WLPF)       | 15 | 3   | 100  | 118  |
| Large Print Nonfic (WLPNF)       | 1  | 0   | 7    | 8    |
| Magazine (WMAG)                  | 37 | 4   | 321  | 362  |
| Non-Fiction 000 (WNF000)         | 5  | 0   | 3    | 8    |
| Non-Fiction 100 (WNF100)         | 2  | 1   | 4    | 7    |
| Non-Fiction 200 (WNF200)         | 3  | 0   | 11   | 14   |
| Non-Fiction 300 (WNF300)         | 4  | 4   | 17   | 25   |
| Non-Fiction 400 (WNF400)         | 0  | 1   | 0    | 1    |



|                               |      |       |      |       |
|-------------------------------|------|-------|------|-------|
| Non-Fiction 500 (WNF500)      | 0    | 0     | 17   | 17    |
| Non-Fiction 600 (WNF600)      | 12   | 0     | 72   | 84    |
| Non-Fiction 700 (WNF700)      | 7    | 3     | 25   | 35    |
| Non-Fiction 800 (WNF800)      | 1    | 0     | 6    | 7     |
| Non-Fiction 900 (WNF900)      | 5    | 5     | 41   | 51    |
| Nonfiction Blu-Ray (WNFBR)    | 0    | 0     | 1    | 1     |
| Nonfiction DVD (WNFDVD)       | 2    | 6     | 90   | 98    |
| Nonfiction (WNFIC)            | 0    | 0     | 0    | 0     |
| Nonfiction New (WNFNEW)       | 12   | 6     | 63   | 81    |
| Nonfiction VHS (WNFVHS)       | 0    | 0     | 0    | 0     |
| Professional Coll. (WPROF)    | 0    | 0     | 0    | 0     |
| Parent Shelf Juv. Fic (WPJF)  | 0    | 0     | 0    | 0     |
| Parent Shelf Juv. NF (WPSJNF) | 0    | 0     | 0    | 0     |
| Reference (WREF)              | 0    | 0     | 0    | 0     |
| Ref. Magazine (WRMAG)         | 0    | 0     | 0    | 0     |
| Reference Software (WRSWAR)   | 0    | 0     | 0    | 0     |
| Spanish Collection (WSPA)     | 0    | 0     | 4    | 4     |
| Software (WSWAR)              | 0    | 0     | 0    | 0     |
| Vertical File (WVF)           | 0    | 0     | 4    | 4     |
| VHS (WVHS)                    | 0    | 0     | 1    | 1     |
| YA Audio book (WYAUDB)        | 0    | 0     | 1    | 1     |
| YA Biography (WYAB)           | 1    | 0     | 1    | 2     |
| YA Books on CD (WYABKCD)      | 0    | 1     | 7    | 8     |
| YA Books on Tape (WYABKT)     | 0    | 0     | 0    | 0     |
| YA Fiction (WYAF)             | 5    | 16    | 181  | 202   |
| YA Music CD (WYACD)           | 0    | 0     | 0    | 0     |
| YA Nonfiction (WYANF)         | 1    | 2     | 11   | 14    |
| YA Paperback Fic (WYAPBF)     | 0    | 0     | 0    | 0     |
| Storage (WZSTO)               | 0    | 0     | 0    | 0     |
| TOTAL                         | 7915 | 10342 | 6125 | 24382 |

**CIRCULATION BY HOLDINGS CODE**  
**September 2015**

| ITEM CODE                         | DEMOTTE | RENSSELAER | WHEATFIELD | TOTAL |
|-----------------------------------|---------|------------|------------|-------|
| Award Winner JBIO (AJBIO)         | 0       | 0          | 0          | 0     |
| Award Winner JE (AJE)             | 0       | 0          | 0          | 0     |
| Award Winner JFIC (AJFIC)         | 23      | 3          | 0          | 26    |
| Award Winner JNF (AJNF)           | 0       | 0          | 0          | 0     |
| Award Winner JPFIC (AJPF)         | 0       | 0          | 0          | 0     |
| Award Winning fiction (AWFIC)     | 0       | 0          | 0          | 0     |
| Award Winning non-fiction (AWNFI) | 0       | 0          | 0          | 0     |
| Award Winner YAFIC (AYAF)         | 0       | 0          | 0          | 0     |
| Award Winner YAPFIC (YAYPBF)      | 0       | 0          | 0          | 0     |
| Biography (BIO)                   | 42      | 42         | 21         | 105   |
| Blu-Ray (BR)                      | 78      | 233        | 155        | 466   |
| Books on CD (BKCD)                | 222     | 172        | 137        | 531   |
| Books on Tape (BKT)               | 0       | 0          | 0          | 0     |
| Compact Disc (CD)                 | 216     | 273        | 187        | 676   |
| Digital Audiobooks (DA)           | 25      | 30         | 28         | 83    |
| DVD (DVD)                         | 1358    | 2920       | 1773       | 6051  |
| Equipment (EQP)                   | 49      | 1          | 21         | 71    |
| See librarian (ERR)               | 0       | 0          | 0          | 0     |



|                                 |     |      |     |      |
|---------------------------------|-----|------|-----|------|
| Express Book (EXP)              | 31  | 20   | 12  | 63   |
| Fiction (FIC)                   | 686 | 664  | 369 | 1719 |
| Fiction Fantasy (FICF)          | 5   | 1    | 9   | 15   |
| Fiction Mystery (FICM)          | 86  | 7    | 52  | 145  |
| Fiction New (FICNEW)            | 318 | 357  | 332 | 1007 |
| Fiction Science Fiction (FICSF) | 6   | 2    | 5   | 13   |
| Fiction Western (FICW)          | 14  | 1    | 3   | 18   |
| Genealogy (GENE)                | 0   | 0    | 0   | 0    |
| Genealogy Mag (GMAG)            | 0   | 0    | 0   | 0    |
| Gen. Milroy Coll (GMIL)         | 0   | 0    | 0   | 0    |
| Graphic Novels (GN)             | 105 | 175  | 29  | 309  |
| Hanging Bags (HANG)             | 9   | 17   | 15  | 41   |
| ILL (ILL)                       | 63  | 101  | 64  | 228  |
| Internet (INTR)                 | 748 | 1257 | 358 | 2363 |
| Juv. Audio book (JAUDB)         | 27  | 17   | 35  | 79   |
| Juv. Biography (JBIO)           | 52  | 34   | 10  | 96   |
| Juv. Book on CD (JB CD)         | 0   | 0    | 0   | 0    |
| Juv. Book on Tape (JBKT)        | 0   | 0    | 0   | 0    |
| Juv. Compact Disc (JCD)         | 22  | 31   | 27  | 80   |
| Juvenile Easy (JE)              | 687 | 642  | 365 | 1694 |
| Juv. Easy Non-Fiction (JENF)    | 64  | 76   | 80  | 220  |
| Juv. Easy Reader (JER)          | 389 | 411  | 258 | 1058 |
| Juv. Fiction (JFIC)             | 431 | 676  | 368 | 1475 |
| Juv. Holiday (JHOL)             | 66  | 1    | 0   | 67   |
| Juv. Magazine (JMAG)            | 38  | 15   | 50  | 103  |
| Juv. Music Cassette (JMC)       | 0   | 0    | 0   | 0    |
| Juv. Nonfiction (JNF)           | 254 | 418  | 192 | 864  |
| Juv. Nonfic Text Bk (JNFT)      | 0   | 0    | 0   | 0    |
| Juv. Paperback fic (JPBF)       | 0   | 0    | 0   | 0    |
| Juv. Professional Coll. (JPRO)  | 0   | 0    | 0   | 0    |
| Juv. Reference (JREF)           | 8   | 1    | 0   | 9    |
| Juv. Toddler (JTOD)             | 120 | 105  | 117 | 342  |
| Large Print Fiction (LPF)       | 249 | 257  | 105 | 611  |
| Large Print Nonfic (LPNF)       | 16  | 7    | 8   | 31   |
| Magazine (MAG)                  | 645 | 355  | 330 | 1330 |
| Music Cassette (MCAS)           | 0   | 0    | 0   | 0    |
| Non-Fiction 000 (NF000)         | 15  | 4    | 8   | 27   |
| Non-Fiction 100 (NF100)         | 26  | 11   | 6   | 43   |
| Non-Fiction 200 (NF200)         | 22  | 25   | 11  | 58   |
| Non-Fiction 300 (NF300)         | 41  | 50   | 20  | 111  |
| Non-Fiction 400 (NF400)         | 4   | 4    | 0   | 8    |
| Non-Fiction 500 (NF500)         | 53  | 28   | 17  | 98   |
| Non-Fiction 600 (NF600)         | 126 | 150  | 78  | 354  |
| Non-Fiction 700 (NF700)         | 40  | 97   | 28  | 165  |
| Non-Fiction 800 (NF800)         | 6   | 12   | 6   | 24   |
| Non-Fiction 900 (NF900)         | 58  | 63   | 47  | 168  |
| Non-Fiction Blu-Ray (NFBR)      | 0   | 0    | 0   | 0    |
| Non-Fiction DVD (NFDVD)         | 107 | 223  | 91  | 421  |
| Nonfiction (NFIC)               | 0   | 0    | 0   | 0    |
| Nonfiction New (NFNEW)          | 95  | 130  | 68  | 293  |
| Nonfiction VHS (NFVH)           | 0   | 0    | 0   | 0    |
| Oversize (OVER)                 | 3   | 0    | 0   | 3    |
| Professional Coll. (PROF)       | 0   | 2    | 0   | 2    |
| Parent Shelf Juv. Fic (PJF)     | 0   | 0    | 0   | 0    |
| Parent Shelf Juv. NF (PSJNF)    | 2   | 0    | 0   | 2    |

|                            |             |              |             |              |
|----------------------------|-------------|--------------|-------------|--------------|
| Reference (REF)            | 89          | 115          | 47          | 251          |
| Reference Business (REFB)  | 0           | 0            | 0           | 0            |
| Ref. Magazine (RMAG)       | 0           | 0            | 0           | 0            |
| Ready Reference (RRR)      | 0           | 0            | 0           | 0            |
| Reference Software (RSWAR) | 0           | 0            | 0           | 0            |
| Spanish Collection (SPA)   | 7           | 9            | 4           | 20           |
| Software (SWAR)            | 24          | 8            | 0           | 32           |
| Vertical File (VF)         | 0           | 6            | 4           | 10           |
| VHS                        | 0           | 0            | 1           | 1            |
| YA Audio book (YAUDB)      | 2           | 6            | 1           | 9            |
| YA Biography (YAB)         | 8           | 2            | 1           | 11           |
| YA Books on CD (YABKCD)    | 0           | 1            | 7           | 8            |
| YA Books on Tape (YABKT)   | 0           | 0            | 0           | 0            |
| YA Fiction (YAF)           | 88          | 134          | 201         | 423          |
| YA Music CD (YACD)         | 1           | 44           | 0           | 45           |
| YA Nonfiction (YANF)       | 28          | 13           | 11          | 52           |
| YA Paperback Fic (YAPBF)   | 0           | 0            | 0           | 0            |
| Storage (ZSTO)             | 7           | 1            | 0           | 8            |
|                            |             |              |             | 0            |
| Free reads                 | 540         | 275          | 152         | 967          |
| Games/Puzzles              | 8           | 50           | 0           | 58           |
| Talking books              | 0           | 0            | 0           | 0            |
| Assignment Shelf Books     | 0           | 0            | 0           | 0            |
| <b>TOTAL</b>               | <b>8552</b> | <b>10785</b> | <b>6324</b> | <b>25661</b> |

|                                      | <b>DeMotte</b> | <b>Rensselaer</b> | <b>Wheatfield</b> |              |
|--------------------------------------|----------------|-------------------|-------------------|--------------|
| <b>ADULT BOOKS</b>                   |                |                   |                   |              |
| Fiction                              | 1942           | 1585              | 1039              | 4566         |
| Nonfiction                           | 706            | 850               | 433               | 1989         |
| <b>CHILDREN'S BOOKS</b>              |                |                   |                   |              |
| Fiction                              | 1650           | 1837              | 1108              | 4595         |
| Nonfiction                           | 446            | 530               | 282               | 1258         |
| <b>YA BOOKS</b>                      |                |                   |                   |              |
| Fiction                              | 193            | 309               | 230               | 732          |
| Nonfiction                           | 36             | 15                | 12                | 63           |
| Magazines, Adult                     | 645            | 355               | 330               | 1330         |
| Magazines, Children                  | 38             | 15                | 50                | 103          |
| Sound Recordings, adult              | 465            | 482               | 360               | 1307         |
| Sound Recordings, ch                 | 59             | 109               | 77                | 245          |
| Online databases                     | 0              | 0                 | 0                 | 0            |
| Software                             | 24             | 8                 | 0                 | 32           |
| Vertical file                        | 0              | 6                 | 4                 | 10           |
| VHS/DVD/Blu-Ray                      | 1543           | 3376              | 2020              | 6939         |
| Equipment                            | 49             | 1                 | 21                | 71           |
| <b>Total</b>                         | <b>7796</b>    | <b>9478</b>       | <b>5966</b>       | <b>23240</b> |
| <b>A-V Circulation</b>               | <b>2091</b>    | <b>3975</b>       | <b>2457</b>       | <b>8523</b>  |
| <b>A-V Circulation as % of total</b> | <b>26.8%</b>   | <b>41.9%</b>      | <b>41.2%</b>      | <b>36.7%</b> |

## September 2015

| DEMOTTE |          |        | RENSSELAER |          |        | WHEATFIELD |          |        |       |
|---------|----------|--------|------------|----------|--------|------------|----------|--------|-------|
| Added   | Withdrew | Circu- | Added      | Withdrew | Circu- | Added      | Withdrew | Circu- | Total |
| Vols.   | Vols.    | lation | Vols.      | Vols.    | lation | Vols.      | Vols.    | lation | Circ. |

\_\_\_\_\_

|                   |     |    |              |     |    |              |    |    |              |              |
|-------------------|-----|----|--------------|-----|----|--------------|----|----|--------------|--------------|
| <b>Fiction</b>    | 134 | 2  | <b>1,942</b> | 82  | 2  | <b>1,585</b> | 67 | 41 | <b>1,039</b> | <b>4,566</b> |
| <b>Nonfiction</b> | 46  | 88 | <b>706</b>   | 134 | 66 | <b>850</b>   | 34 | 12 | <b>433</b>   | <b>1,989</b> |

|                   |     |     |              |    |   |              |    |   |              |              |
|-------------------|-----|-----|--------------|----|---|--------------|----|---|--------------|--------------|
| <b>Fiction</b>    | 113 | 1   | <b>1,650</b> | 55 | 5 | <b>1,837</b> | 57 | 0 | <b>1,108</b> | <b>4,595</b> |
| <b>Nonfiction</b> | 25  | 107 | <b>446</b>   | 88 | 3 | <b>530</b>   | 31 | 5 | <b>282</b>   | <b>1,258</b> |

|                   |    |   |            |    |   |            |    |   |            |            |
|-------------------|----|---|------------|----|---|------------|----|---|------------|------------|
| <b>Fiction</b>    | 28 | 1 | <b>193</b> | 21 | 3 | <b>309</b> | 30 | 0 | <b>230</b> | <b>732</b> |
| <b>Nonfiction</b> | 0  | 0 | <b>36</b>  | 1  | 0 | <b>15</b>  | 0  | 2 | <b>12</b>  | <b>63</b>  |

|                  |    |    |    |     |
|------------------|----|----|----|-----|
| Magazines. Child | 38 | 15 | 50 | 103 |
|------------------|----|----|----|-----|

|             |   |
|-------------|---|
| Games, Toys | 0 |
|-------------|---|

|                        |    |   |            |    |   |            |    |   |            |              |
|------------------------|----|---|------------|----|---|------------|----|---|------------|--------------|
| <b>Sound Rec/Adult</b> | 21 | 0 | <b>465</b> | 24 | 7 | <b>482</b> | 28 | 0 | <b>360</b> | <b>1,307</b> |
|------------------------|----|---|------------|----|---|------------|----|---|------------|--------------|

|                        |   |   |    |    |   |     |   |   |    |     |
|------------------------|---|---|----|----|---|-----|---|---|----|-----|
| <b>Sound Rec/Child</b> | 6 | 0 | 59 | 19 | 1 | 109 | 3 | 0 | 77 | 245 |
|------------------------|---|---|----|----|---|-----|---|---|----|-----|

[illegible]

|                 |   |   |    |   |   |   |   |   |   |    |
|-----------------|---|---|----|---|---|---|---|---|---|----|
| <b>Software</b> | 0 | 1 | 24 | 0 | 0 | 8 | 0 | 0 | 0 | 32 |
|-----------------|---|---|----|---|---|---|---|---|---|----|

|                       |   |   |   |   |   |   |   |   |   |    |
|-----------------------|---|---|---|---|---|---|---|---|---|----|
| <b>Vertical Files</b> | 0 | 0 | 0 | 0 | 0 | 6 | 0 | 0 | 4 | 10 |
|-----------------------|---|---|---|---|---|---|---|---|---|----|

|                       |           |          |              |           |          |              |           |          |              |              |
|-----------------------|-----------|----------|--------------|-----------|----------|--------------|-----------|----------|--------------|--------------|
| <b>VHS/DVD/BluRay</b> | <b>49</b> | <b>2</b> | <b>1,543</b> | <b>59</b> | <b>3</b> | <b>3,376</b> | <b>38</b> | <b>0</b> | <b>2,020</b> | <b>6,939</b> |
|-----------------------|-----------|----------|--------------|-----------|----------|--------------|-----------|----------|--------------|--------------|

|           |    |   |    |    |
|-----------|----|---|----|----|
| Equipment | 49 | 1 | 21 | 71 |
|-----------|----|---|----|----|

|              |     |     |              |     |    |              |     |    |              |               |
|--------------|-----|-----|--------------|-----|----|--------------|-----|----|--------------|---------------|
| <b>TOTAL</b> | 422 | 202 | <b>7,796</b> | 483 | 90 | <b>9,478</b> | 288 | 60 | <b>5,966</b> | <b>23,240</b> |
|--------------|-----|-----|--------------|-----|----|--------------|-----|----|--------------|---------------|

[illegible]

## WHEATFIELD

|                              |        |        |        |
|------------------------------|--------|--------|--------|
| <b>Total Materials Owned</b> | 77,976 | 75,279 | 57,631 |
|------------------------------|--------|--------|--------|

|                                      |              |              |              |
|--------------------------------------|--------------|--------------|--------------|
| <b>Circulation Increase/Decrease</b> | <b>-9.9%</b> | <b>-7.8%</b> | <b>-2.3%</b> |
|--------------------------------------|--------------|--------------|--------------|

[illegible]

## 2014

|                                    |        |        |       |
|------------------------------------|--------|--------|-------|
| <b>Current month's Circulation</b> | 24,764 | 23,240 | -6.2% |
|------------------------------------|--------|--------|-------|

|                                 |         |         |      |
|---------------------------------|---------|---------|------|
| <b>Jan. to date circulation</b> | 213,434 | 215,729 | 1.1% |
|---------------------------------|---------|---------|------|

| DEMOTTE COLLECTION                                                           |              | RENSSELAER COLLECTION |              | WHEATFIELD COLLECTION |                              |
|------------------------------------------------------------------------------|--------------|-----------------------|--------------|-----------------------|------------------------------|
| Start of Month                                                               | End of Month | Start of Month        | End of Month | Start of Month        | End of Month                 |
| Volumes                                                                      | Volumes      | Volumes               | Volumes      | Volumes               | Volumes                      |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX |              |                       |              |                       |                              |
|                                                                              |              |                       |              |                       | <b>ADULT BOOKS</b>           |
| 20,715                                                                       | 20,847       | 14,651                | 14,731       | 15,945                | 15,971 <b>Fiction</b>        |
| 20,789                                                                       | 20,747       | 21,025                | 21,093       | 10,280                | 10,302 <b>Nonfiction</b>     |
|                                                                              |              |                       |              |                       | <b>CHILDREN'S BKS</b>        |
| 15,192                                                                       | 15,304       | 13,686                | 13,736       | 11,883                | 11,940 <b>Fiction</b>        |
| 8,842                                                                        | 8,760        | 7,074                 | 7,159        | 6,240                 | 6,266 <b>Nonfiction</b>      |
|                                                                              |              |                       |              |                       | <b>YA BOOKS</b>              |
| 2,432                                                                        | 2,459        | 3,153                 | 3,171        | 2,681                 | 2,711 <b>Fiction</b>         |
| 610                                                                          | 610          | 689                   | 690          | 154                   | 152 <b>Nonfiction</b>        |
|                                                                              |              |                       |              |                       | 0 <b>Magazines,Adult</b>     |
|                                                                              |              |                       |              |                       | 0 <b>Magazines, Child</b>    |
| 0                                                                            | 0            | 20                    | 20           | 0                     | 0 <b>Games, Toys</b>         |
| 3,695                                                                        | 3,716        | 4,324                 | 4,341        | 4,261                 | 4,289 <b>Sound Rec/Adult</b> |
| 605                                                                          | 611          | 656                   | 674          | 888                   | 891 <b>Sound Rec/Child</b>   |
| 18                                                                           | 18           | 29                    | 29           | 7                     | 7 <b>Online Databases</b>    |
| 211                                                                          | 210          | 224                   | 224          | -11                   | -11 <b>Software</b>          |
| -60                                                                          | -60          |                       |              | 4                     | 4 <b>Vertical Files</b>      |
| 4,589                                                                        | 4,636        | 9,213                 | 9,269        | 5,014                 | 5,052 <b>VHS/DVD/Blu-ray</b> |
| 118                                                                          | 118          | 142                   | 142          | 57                    | 57 <b>Equipment</b>          |
| 77,756                                                                       | 77,976       | 74,886                | 75,279       | 57,403                | 57,631 <b>TOTAL</b>          |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX |              |                       |              |                       |                              |

**JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT** R5  
**September 2015**

|                                         | DeMotte |    | Rensselaer |    | Wheatfield |    | TOTAL | HOURS<br>SPENT |
|-----------------------------------------|---------|----|------------|----|------------|----|-------|----------------|
|                                         | Hrs.    |    | Hrs.       |    | Hrs.       |    |       |                |
| <b>INTRALIBRARY LOANS FILLED</b>        | 145     | 31 | 203        | 44 | 251        | 54 | 599   | 130            |
| <b>LOCAL HISTORY</b>                    |         |    |            |    |            |    |       |                |
| In person                               | 1       | 0  | 8          | 2  | 2          | 1  | 11    | 3              |
| Letters written                         | 3       | 3  | 10         | 10 | 0          | 0  | 13    | 13             |
| <b>IN-HOUSE USE - HARDWARE/SOFTWARE</b> |         |    |            |    |            |    |       |                |
| Internet use-Wired                      | 748     | 31 | 1257       | 52 | 358        | 15 | 2363  | 98             |
| Internet use-Wireless                   | 2250    |    | 3390       |    | 810        |    | 6450  |                |
| Computer software used                  | 131     | 11 | 216        | 18 | 72         | 6  | 419   | 35             |
| VCR Use                                 | 0       | 0  | 0          | 0  | 0          | 0  | 0     | 0              |
| Microforms                              | 5       | 1  | 7          | 1  | 0          | 0  | 12    | 2              |
| CD ROM/Online databases                 | 102     | 9  | 164        | 14 | 130        | 11 | 396   | 33             |
| Typewriter use                          | 0       | 0  | 1          | 0  | 0          | 0  | 1     | 0              |
| Other equipment used                    | 8       | 3  | 7          | 2  | 9          | 3  | 24    | 8              |
| <b>OTHER LIBRARY SERVICES USED</b>      |         |    |            |    |            |    |       |                |
| One-on-One Instruction                  | 1       |    | 12         |    | 1          |    | 14    |                |
| Outreach activities                     | 56      | 56 | 11         | 7  | 0          | 0  | 67    | 45             |
| Notarized documents                     | 3       | 1  | 6          | 2  | 4          | 1  | 13    | 3              |
| Meeting Room Use (no. of group)         | 38      | 13 | 50         | 17 | 34         | 11 | 122   | 41             |
| Study room use                          | 21      | 2  | 37         | 3  | 15         | 1  | 73    | 6              |
| Proctoring                              | 1       | 1  | 1          | 1  | 0          | 0  | 2     | 1              |
| Tax Forms distributed                   | 0       | 0  | 0          | 0  | 0          | 0  | 0     | 0              |
| Pull Requests                           | 0       | 0  | 0          | 0  | 0          | 0  | 0     | 0              |
| E-books downloaded                      |         |    |            |    |            |    | 1197  |                |
| <b>IN-HOUSE USE ITEMS</b>               | 69      |    | 430        |    | 140        |    | 639   |                |
| <b>SELF-CHECKOUT USE</b>                | 153     |    | 878        |    | 419        |    | 1450  |                |
| <b>INTERLIBRARY LOANS</b>               |         |    |            |    |            |    |       |                |
| Requests made for:                      | 60      | 15 | 90         | 23 | 43         | 11 | 193   | 48             |
| Items rec'd for:                        | 89      | 45 | 115        | 58 | 47         | 24 | 251   | 126            |
| Items requested by other libraries      | 0       |    | 0          |    | 0          |    | 0     |                |
| Items supplied to other libraries       | 0       | 0  | 0          | 0  | 0          | 0  | 0     | 0              |

**REGISTRATIONS**

|                                    |      |      |      |       |
|------------------------------------|------|------|------|-------|
| <b>Total Borrowers</b>             | 8276 | 9801 | 5131 | 23208 |
| Non-resident, paying               | 1    | 0    | 0    | 1     |
| PLAC card users                    | 0    | 3    | 1    | 4     |
| Reciprocal borrowers               | 334  | 528  | 144  | 1006  |
| <b>Number of New Patrons Added</b> | 39   | 35   | 67   |       |

**PROGRAMS**

| DeMotte | Rensselaer | Wheatfield | TOTAL | HOURS<br>SPENT |
|---------|------------|------------|-------|----------------|
| Hrs.    | Hrs.       | Hrs.       |       |                |

|                                            |            |     |            |     |            |     |             |     |
|--------------------------------------------|------------|-----|------------|-----|------------|-----|-------------|-----|
| <b>Programs for all ages</b>               | 2          | 12  | 0          | 0   | 1          | 6   | 3           | 18  |
| <b>Children's Programs (0-13)</b>          | 3          | 18  | 22         | 132 | 10         | 60  | 35          | 210 |
| <b>Number attending</b>                    | 44         |     | 218        |     | 481        |     | 743         |     |
| <b>YA Programs (14-17)</b>                 | 3          | 18  | 1          | 6   | 1          | 6   | 5           | 30  |
| <b>Number attending</b>                    | 23         |     | 6          |     | 11         |     | 40          |     |
|                                            |            |     |            |     |            |     | 0           |     |
| <b>Adult Programs</b>                      | 1          | 6   | 6          | 36  | 0          | 0   | 7           | 42  |
| <b>Number attending</b>                    | 35         |     | 78         |     | 98         |     | 211         |     |
| <b>Senior Citizen Programs</b>             | 13         | 78  | 2          | 12  | 0          | 0   | 15          | 90  |
| <b>Number attending</b>                    | 68         |     | 25         |     | 0          |     | 93          |     |
| <b>Total Number of Programs</b>            | <b>22</b>  | 132 | <b>31</b>  | 186 | <b>12</b>  | 72  | <b>65</b>   | 390 |
| <b>Total Persons Attending</b>             | <b>170</b> |     | <b>327</b> |     | <b>590</b> |     | <b>1087</b> |     |
| <b>Total Attending Same Month Last Yr.</b> | 157        |     | 296        |     | 430        |     | 883         |     |
| <b>Total Staff Hours Spent</b>             |            | 352 |            | 439 |            | 210 | 1000        | 981 |
| <b>Total Number of In-House Program</b>    | <b>17</b>  |     | <b>28</b>  |     | <b>7</b>   |     | <b>52</b>   |     |
| <b>Total Attendance</b>                    | <b>150</b> |     | <b>269</b> |     | <b>195</b> |     | <b>614</b>  |     |
| <b>Total Number of Outreach Program</b>    | <b>5</b>   |     | <b>3</b>   |     | <b>5</b>   |     | <b>13</b>   |     |
| <b>Total Attendance</b>                    | <b>20</b>  |     | <b>58</b>  |     | <b>395</b> |     | <b>473</b>  |     |

### CIRCULATION BY PATRON CODE

| PATRONS                                | DeMotte         |               | Rensselaer      |               | Wheatfield      |               | ALL LIBRARIES   |               |
|----------------------------------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|
|                                        | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total |
| Adult                                  | 5916            | 76.7%         | 6087            | 64.7%         | 3922            | 66.3%         | 15925           | 69.1%         |
| Corporate                              | 8               | 0.1%          | 0               | 0.0%          | 0               | 0.0%          | 8               | 0.0%          |
| Juvenile 0-11                          | 25              | 0.3%          | 319             | 3.4%          | 76              | 1.3%          | 420             | 1.8%          |
| Juvenile-AV                            | 619             | 8.0%          | 1448            | 15.4%         | 771             | 13.0%         | 2838            | 12.3%         |
| Nonresident No Fee                     | 0               | 0.0%          | 0               | 0.0%          | 3               | 0.1%          | 3               | 0.0%          |
| Nonresident Fee                        | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| PLAC (state library card)              | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| Reciprocal Adult                       | 283             | 3.7%          | 352             | 3.7%          | 246             | 4.2%          | 881             | 3.8%          |
| Reciprocal Juvenile                    | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| Reciprocal Juvenile AV                 | 0               | 0.0%          | 56              | 0.6%          | 7               | 0.1%          | 63              | 0.3%          |
| Reciprocal YA                          | 0               | 0.0%          | 5               | 0.1%          | 0               | 0.0%          | 5               | 0.0%          |
| Reciprocal YA AV                       | 0               | 0.0%          | 5               | 0.1%          | 0               | 0.0%          | 5               | 0.0%          |
| School                                 | 0               | 0.0%          | 13              | 0.1%          | 0               | 0.0%          | 13              | 0.1%          |
| School AV                              | 0               | 0.0%          | 18              | 0.2%          | 0               | 0.0%          | 18              | 0.1%          |
| St. Joseph College                     | 0               | 0.0%          | 67              | 0.7%          | 0               | 0.0%          | 67              | 0.3%          |
| Staff                                  | 598             | 7.8%          | 582             | 6.2%          | 472             | 8.0%          | 1652            | 7.2%          |
| Walking books                          | 94              | 1.2%          | 187             | 2.0%          | 0               | 0.0%          | 281             | 1.2%          |
| YA 12-17                               | 13              | 0.2%          | 24              | 0.3%          | 48              | 0.8%          | 85              | 3.4%          |
| YA-AV                                  | 159             | 2.1%          | 247             | 2.6%          | 374             | 6.3%          | 780             | 3.4%          |
| <b>Total</b>                           | <b>7715</b>     |               | <b>9410</b>     |               | <b>5919</b>     |               | <b>23044</b>    |               |
| <br>All items borrowed by nonresidents | <br>283         | <br>3.7%      | <br>516         | <br>5.5%      | <br>256         | <br>4.3%      | <br>1055        | <br>4.6%      |

## Public Forum Policy

The JCPL Board will conduct its meetings in compliance with the state Open Door Law with board meetings open for public observation and recording. While not required by law to allow the public to speak at meetings, the Board values the ideas and insights of constituents and will allow 15 minutes of each meeting for a public forum.

Persons will be allowed to speak only if they have completed ~~the~~ a Request Form ~~form~~ ~~shown below~~ and returned it to the Director or a board member prior to the convening of the meeting.

The board president will divide the 15-minute forum segment by the number of persons who have requested to speak to determine the amount of time allocated to each person. The board president will then call on those persons one at a time to stand and address the board for no more than the allocated time.

The Board will not respond at this meeting to questions, requests for information or requests for action. Appropriate response may be made at a later time after board members have sufficient opportunity to consider and deliberate on the issue.

Constituents will not be allowed to comment during other portions of the board meeting unless comments are specifically requested by the Board. Board members are always anxious to hear from constituents outside the meeting.

6/94; revised 10/15



**Equal Employment Opportunity/Anti-Harassment Policy****Equal Employment Opportunity**

Jasper County Public Library, as required by law, makes equal employment opportunities available to all persons without regard to race, sex, age, color, religion, national origin, disability, citizenship status, military status, or any other legally-protected category. This policy applies to applicants and employees and to all aspects of employment including hiring, promotion, demotion, and treatment during employment, rates of pay or other forms of compensation, and termination of employment. Further, irrespective of whether sexual orientation is a legally-protected status, the Library does not tolerate discrimination on the basis of an employee's sexual orientation.

**Reasonable Accommodation**

Jasper County Public Library (JCPL) will take appropriate steps to provide reasonable accommodation upon request to qualified individuals with disabilities so long as doing so does not cause an undue hardship. JCPL also will take appropriate steps to provide reasonable accommodation upon request to employees whose religious beliefs or restrictions create a conflict with JCPL's policies, practices, or procedures so long as doing so does not cause an undue hardship. If you need accommodation, please provide a written description of your situation and your needs to Human Resources, and someone will contact you to discuss your request.

**Anti-Harassment**

Jasper County Public Library (JCPL) is further committed to providing a workplace free of inappropriate treatment of any employee because of the employee's race, color, sex, religion, age, national origin, ancestry, disability or any other legally-protected category. To be unlawful, conduct must be so severe and pervasive that it unreasonably interferes with an employee's ability to work. JCPL does not, however, condone or tolerate any inappropriate conduct based on an employee's race, color, sex, age, religion, national origin, ancestry or disability, or any other legally-

protected category. Further, irrespective of whether sexual orientation is a legally-protected status, the Library does not tolerate harassment on the basis of an employee's sexual orientation.

JCPL is committed to protecting employees from inappropriate conduct whether from other employees or non-employees such as patrons, vendors, suppliers, contractors, or members of the public.

### **Examples Of Inappropriate Conduct**

Inappropriate conduct may include, among other things:

- Epithets, slurs, stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, sex, age, religion, national origin, ancestry, or disability; and
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, sex, age, religion, national origin, ancestry, or disability.

Specifically, the Library is committed to providing a workplace free of inappropriate conduct of a sexual nature. Such conduct may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Such conduct also may include, among other things:

- Unsolicited and unwelcome comments or conduct of a sexual nature or that are demeaning to women or men as a group (for example, offensive or vulgar jokes, name-calling, comments about one's body or sex life, stereotyping based on a person's sex, touching, leering, ogling, patting, pinching, indecent exposure, or physical gestures, or displaying sexually explicit photographs or objects that interfere with a reasonable person's work);
- Unsolicited and unwelcome demands or requests for sexual favors or social or sexual encounters;
- An explicit or implicit promise of preferential treatment with regard to a person's employment in exchange for sexual favors or sexual activity; and
- The use of an employee's or applicant's submission to or rejection of sexual conduct as the basis for making, influencing, or affecting an employment decision that has an impact upon the terms and conditions of the individual's employment (for example, hiring, firing, promotion, demotion, compensation, benefits, or working conditions).

Given the nature of this type of conduct and the serious effects such conduct can have on the target of the conduct and the one accused of the conduct, the Library treats alleged

violations of this Policy seriously and, to the extent possible, confidentially. The Library expects all to treat alleged violations and those affected by them in a responsible and respectful manner. Please help us maintain a comfortable work environment free from inappropriate and offensive conduct of any type irrespective of whether the conduct is unlawful.

### **Internal Reporting Procedure**

If you believe you or any other employee is being subjected to behavior that is not consistent with these policies, you are encouraged to, and have a responsibility to, immediately report these matters to Human Resources. If for any reason you do not feel comfortable reporting your concerns to Human Resources, you may report your concerns to the Library Director. Additionally, if you believe a non-employee's behavior violates this policy, promptly report the non-employee's conduct through this policy.

If the concern relates to the behavior of the Library Director and you do not feel comfortable reporting your concerns to Human Resources, you may report your concerns to the President of the Library Board.

Supervisors who become aware of a potential violation of this Policy must report the potential violation to the Library Director or Human Resources. Failure to report potential violations will result in appropriate discipline, up to and including discharge.

### **Our Commitment When Reports Are Made**

No action will be taken against anyone merely because of reporting behavior believed to violate this Policy. JCPL will investigate and take appropriate action as to all concerns. JCPL is committed to maintaining an environment free of discrimination and inappropriate conduct and to enforcing this policy.

## Library Credit Card Policy

The Library is authorized to open a credit card account that does not exceed a \$7,000 credit limit for the library. Individual card holder limits range from \$1,000-4,000. Individual cards, all credited to one account, may be obtained for each staff person holding the following positions:

Director  
Business Manager  
Agency Librarian  
~~Technical Services Librarian~~  
Systems Administrator  
Specialist

Issuance, recordkeeping and custody of the cards, will be the responsibility of the Business Manager, in strict accordance with State Board of Accounts regulations.

The credit cards will be used to facilitate business transactions that are consistent with the current budget and policies.

~~The cards will be used for telephone and online ordering of materials, supplies, and equipment, when prepayment is required, and for travel expenses.~~

Payment will be based on the statement, documented by invoices and/or sales receipts submitted by staff to the Business Manager. Interest or penalties incurred due to late submission of bills and receipts will be the responsibility of the employee failing to submit the necessary documentation in a timely fashion. Unauthorized use may result in revocation of credit card privileges and/or disciplinary action.

This policy applies to major credit cards held by the library.

6/01; revised 10/11; revised 10/15

## Debit/Credit Card Processing Policy

All debit/credit card transactions must be conducted in person with card present. There is a \$5 minimum charge required in order to pay with credit/debit cards; no refunds may be issued. If the Internet ~~or the card terminal~~ is down, debit/credit card payments cannot be accepted. ~~Card terminals~~ This service can only be used for processing credit card payments, and may not be used to provide a cash advance.

~~Public Service staff will securely and confidentially transport receipts to the Business Office on a regular basis. All transaction receipts will be secured by the Business Office. The card terminals are connected to separate firewalls, and no other devices should be plugged into these firewalls.~~

~~Jasper County Public Library will not sell, purchase, provide or exchange any Cardholder's name or number in any form to any 3<sup>rd</sup> party except Sage, our Card Processing Service Provider. In addition, card numbers will not be sent via end-user messaging technologies, such as chat, text, email, etc. JCPL will provide, at request of Sage, a copy of Sales Draft or Transaction evidence within 3 business days following request. The Library will notify Sage within 3 days if any of the following information changes on the Library's Merchant Application:~~

- ~~— Library Director~~
- ~~— Website address~~
- ~~— Physical address~~
- ~~— Phone number~~
- ~~— Contact Information (name/email)~~

~~The Library will perform an annual self-assessment on PCI Compliance and send a Compliance Certificate to [peicompliance@sagepayments.com](mailto:peicompliance@sagepayments.com).~~

JCPL-owned credit cards may not be processed in library-owned card terminals.

~~Public Service Staff will inspect card terminals monthly by comparing device to photos of device's original appearance to ensure that the device is not fraudulent.~~

# Bylaws of the Board of Trustees of the Jasper County Public Library

## ARTICLE I

### ORGANIZATION

- Section 1     **Name.** The name of this board shall be the Board of Trustees of the Jasper County Public Library, hereinafter referred to as "the Board". The Jasper County Public Library will be hereinafter referred to as "the Library."
- Section 2     **Organization.** The Library is a Class One Public Library operating under the Public Library Law of 1947 and the Library Services Authority of 1967 of the State of Indiana. The Board exercises the powers and authority and assumes the responsibilities delegated to it under the provisions of I.C. 36-12.
- Section 3     Geographical boundaries of the Library and taxed library district include all of Jasper County, Indiana, with the exception of Remington and Carpenter Township.

## ARTICLE II

### STATUTORY AUTHORITY

The Board shall govern and set policy for all of the affairs of the public library under the provisions of I.C. 36-12-3-3. It may make rules for the discharge of its responsibilities, and it may manage and insure all real property belonging to the public library.

## ARTICLE III

### PURPOSE AND DUTIES

- Section 1     The Board shall govern and set written policy for the library. It has the power to make all rules and regulations for the discharge of its responsibility.
- Section 2     The Board shall employ a competent and qualified library Director to carry out its policies, under provisions of I.C. 36-12-2-24.

- Section 3 The Board shall plan for the future of the library in light of the needs of the community, securing adequate facilities and funds to carry out the library's program of service.
- Section 4 The Board shall monitor and evaluate the overall effectiveness of the library.
- Section 5 The Board shall act as an advocate for the library in the community and advocate for the community as a Board.

#### **ARTICLE IV**

##### **TRUSTEES**

- Section 1 **Appointments**. The application, appointment, term and removal of trustees shall be in accordance with provisions of I.C. 36-12-2-7 to 9 and I.C. 36-12-2-11 and I.C. 36-12-2-18 to 20.
- Section 2 **Compensation**. According to the provisions of I.C. 36-12-2-21, members of the Board shall serve without compensation. A board member may not serve as a paid employee of the public library.

#### **ARTICLE V**

##### **MEETINGS**

- Section 1 **Open Door Law**. Meetings of the Board are subject to Indiana's Open Door Law, I.C. 5-14-1.5. All meetings of the Board, except necessary executive sessions, shall be open to the public.
- Section 2 **Meetings**. The Board shall meet at least monthly, and at any other times a meeting is necessary, under provisions of I.C. 36-12-2-23.
- Section 3 **Regular monthly meetings**. Meetings will be held in the second week of the month.

Ten meetings will be held at the Rensselaer Library, one meeting per year will be held at the DeMotte Library and one per year at the Wheatfield Library. Dates and places for the following year will be determined annually. A Board of Finance meeting will be held annually in January.



Section 4 **Special meetings.** Special meetings may be called by the President or by any two board members, provided that all members are given prior notice, written or oral, of the date, time, place and purpose of such meetings, according to provisions of I.C. 36-12-2-23. Public notice must also be given of such meetings, in accordance with provisions of I.C. 5-14-1.5-5.

Section 5 **Executive sessions.** Executive sessions may be called by the President or any two (2) Board members and must appear on the agenda of the meeting. Executive sessions may be held only in the following instances under provisions of I.C. 5-14-1.5-6 :

where authorized by federal or state statute

for discussion of strategy with respect to: collective bargaining; initiation of litigation or pending or threatened litigation; the implementation of security systems; the purchase or lease of real property

interview with industrial or commercial prospects or their agents

with respect to any employee's status or alleged misconduct

for discussion of confidential records

to discuss job performance evaluation of individual employees

Section 6 **Quorum.** For all board meetings, four (4) members shall constitute a quorum.

Section 7 **Majority vote.** An affirmative vote of the majority of all board members present shall be necessary to approve any action before the board.

Section 8 **Conduct of meetings.** Conduct of all meetings will be according to the most recently revised edition of Robert's Rules of Order.

Section 9 **Recommended order of business**

Executive session (when necessary)

Approval of agenda format and of consent agenda items

General business

Director's Report

Items for future agendas

Public forum

Adjournment

Section 10 **Director.** The Director as advisor to the Board and committees shall, unless excused, attend all meetings and take part in all deliberations but shall have no vote.

## **ARTICLE VI**

### **OFFICERS OF THE BOARD**

Section 1 The Board shall elect annually a President, Vice-President, Secretary and Treasurer, under provisions of I.C. 36-12-2-23. Terms of office shall begin on January 1. Officers shall be elected for no more than two (2) consecutive terms in the same office.

Section 2 **President.** The president shall preside at all board meetings, appoint all standing or special committees and perform other duties normally associated with the office or assigned by the Board.

Section 3 **Vice-president.** The vice-president shall preside over meetings in the absence of the president and shall perform such duties assigned by the President.

Section 4 **Secretary.** The secretary shall oversee minute-taking and correspondence done by library staff on behalf of the Board. The Board treasurer shall be the Assistant Secretary, acting in the absence of the Secretary.

Minutes will record the following: date, time and place of meeting; members present; general substance of all matters proposed, discussed or decided; results of all votes taken, by individual members if there is a roll call, under provisions of I.C. 5-14-1.5-4b.

The minutes shall be available within one week after the meeting and are open for public inspection and copying, according to provisions of I.C. 5-14-1.5-4c.

Section 5 **Treasurer.** The treasurer shall be responsible for insuring that adequate financial records are kept by library staff, accurate and timely financial reports are delivered to the board and an audit of the system's finances is completed bi-annually.

The treasurer shall issue warrants which are approved by the board in payment of expenses lawfully incurred in behalf of the library. At each November meeting, the board will appoint a board member to act as assistant treasurer for the following year.

The treasurer shall give a surety bond for the faithful performance of his/her duty and for the accurate accounting of all money coming into his/her custody, in accordance with I.C. 36-12-2-22. Any other officer authorized by the Board to sign checks shall also give such bond.

Section 6 **Nominating Committee:** The Nominating Committee shall present a slate of officers at the November meeting. The Board shall elect officers at the December meeting. Nominations will be accepted from the floor but must have a second and the consent of the nominated trustee. If there are nominations from the floor, voting shall be by written ballot; otherwise, election shall be by consensus.

Section 7 **Vacancies.** When officer vacancies occur, the President shall appoint a replacement who will serve for the unexpired term only. If the appointment is for less than six months, the term will not be counted as a one (1) year term of office. Appointee may then serve for two additional terms in that same office if elected.

## **ARTICLE VII**

### **FINANCES**

Section 1 **Finance powers.** The Board shall have such finance powers as are set forth in I.C. 36-12-3-10, shall establish funds to keep money and securities of the library, in accordance with I.C. 36-12-3-11, shall invest excess funds in accordance with I.C. 5-13-9.

Section 2 **Borrowing.** Any funds authorized by law to be borrowed, may be borrowed only by resolution of the Board; however, the execution of any documents related to the borrowing may be executed by any two Board officers.

Section 3 **Special Board of Finance.** The full Board shall constitute the Special Board of Finance which shall meet as designated by I.C. 5-13-8 and shall maintain the same officers as the Library Board.

## **ARTICLE VIII**

### **COMMITTEES**

- Section 1    The President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee.
- Section 2    Other committees shall be appointed at the discretion of the President.

## **ARTICLE IX**

### **ROLE OF THE DIRECTOR**

The Director, as the administrative head of the library, shall be responsible to the Board for the operation and management of the library. The Director shall also act as advisor to the Board and its committees. The Board shall maintain a current written job description for the Director, which sets forth, in detail, the role of the Director.

## **ARTICLE X**

### **ETHICS/CONFLICT OF INTEREST FOR TRUSTEES**

Trustees, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity, and honor.

Trustees must promote a high level of service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

Trustees will not use the library for personal advantage or the personal advantage of friends or relatives.

It is incumbent upon any Trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.

## **ARTICLE XI**

### **NEPOTISM**

Close relatives of Board members and staff shall not be employed by the Library. Close relatives are defined to include: spouses, parents, children, brothers, sisters, brothers-and sisters-in-law, fathers-and mothers-in law, stepparents, stepbrothers, stepsisters, and stepchildren. ~~A special exception may be granted by the Board for a close relative employed on an irregular and very limited basis.~~

## **ARTICLE XII**

### **AMENDMENTS**

- Section 1    Amendments to these bylaws may be proposed at any meeting of the Board.
- Section 2    Voting on any proposed amendment will not occur until the next regular meeting following its proposal.

3/95; revised 10/11; revised 10/15

## Director's Report September 2015

### **Consent Agenda:**

You will be approving the minutes of the September Board meeting, bills, and financial reports.

**Policies for Review:** Three policies are up for review in October: Public Forum Policy, Equal Employment Opportunity/Anti-Harassment Policy, and Library Credit Card Policy. A minor revision is recommended for the Public Forum Policy. There is a request form that the public is supposed to fill out if they wish to address the board. We don't attach it to the policy, so the directions to 'see below' are not very helpful. Instead I have referenced the form with a name. I always have copies of this form with me at our board meetings in case we have public who wish to speak. A minor revision is recommended to the Credit Card Policy. We have tweaked the named positions because Agency Librarian was confusing to staff. We don't really use that title in our job descriptions. It is old language. Additionally we have stricken the current language that explains how the cards can be used to a sentence that we think is more useful. We want staff to stay within budget and policy (and they do) but this just makes that requirement clearer. No revisions are recommended for the Equal Employment Opportunity/Anti-Harassment Policy. Additionally, since we have a new vendor for our debit/credit service, our Debit/Credit Card Processing Policy must be revised. We have stricken PCI Compliance language that no longer applies. Please see R 10, R 12, R 16, and R 18. **If you approve the Consent Agenda, you will approve revisions to our Public Forum Policy, our Credit Card Policy, and our Debit/Credit Card Processing Policy as presented.**

### **General Business:**

**Budget 2016 Adoption:** At the October meeting you will need to pass a resolution adopting the 2016 Budget as advertised. As a reminder here is a budget summary: Operating Fund \$2,579,538; Library Improvement Reserve Fund \$30,000; Bond & Interest Redemption Fund \$325,147.

**Health Insurance Renewal:** We have received our health, vision, and life insurance renewal information. We did budget for a 15% increase in health insurance costs for our 2016 budget. The cost for our current health insurance plan has gone down 2.8%. Rates for vision and life insurance remain the same. Our dental insurance has a later renewal date, January 1, so we will not have those figures until early November. We will bring recommendations regarding dental insurance to you at our November board meeting; however, the board will need to approve our continuing

with our current plans for health, vision, and life insurance at our October meeting so that we have time to enroll employees by the registration deadline, November 1.

Advanced Tax Draw Resolution: In past years we have requested an Advance Tax Draw from the County Auditor when tax collection time draws near. This is to ensure we receive tax revenue at the earliest possible moment, which we prefer. Each request is valid for 30 days. We recommend that the Board pass an Advanced Tax Draw Resolution. A Board motion is required.

Board By-Law Revision: Last month it was moved and seconded to revise the Board By-Laws. Please see R 20. Under nepotism the last sentence would be stricken so that the wording in this section would then be identical to the wording in our board approved Personnel Policy. Voting on this proposed amendment must occur at this month's meeting, the next regular meeting following its proposal.

2016 Slate of Officers: At the November Board meeting the nominating committee will need to present a slate of officers for 2016. The elections will be held at the December Board meeting. The Nominating Committee is comprised of Janelle Harper (chair), Tim Schultz, and Natalie Waling. Article VI of the Board Bylaws provides information about each office and the role of the nominating committee. Officers can serve in the same position only two consecutive years.

### **Director's Report**

In July 2013 we installed two ac compressors at DeMotte Library. In July of 2015 we learned that one of those compressors which was out of warranty had died and would have to be replaced. We replaced this compressor on September 16 & 17 of this year. Shortly after install Precision technicians checked the unit and found it had a terrible vibration. Upon further investigation it was determined that this just-installed unit had failed and would need to be replaced. This replacement occurred on October 2 & October 5 of this year (at no additional cost to the library). Needless to say I am concerned about this newly installed compressor given our experiences as noted here. I have lost faith in this product and am feeling vulnerable. I have asked for a free extended warranty on this newly installed Carlyle unit. It comes with a free one-year warranty, but in light of these unfortunate events, I would feel better if this could be extended to two or three years out at no cost to the library. My concern lies with the product. I am awaiting a response from Precision regarding this request.

Earlier this year I reported to you that a Rensselaer resident had requested that the library clear the public sidewalks adjacent to library property. In addition to contacting the library this patron also contacted a County Commissioner regarding her concern. We have researched Rensselaer City Ordinances and found the following language:

*To inform, enrich, and empower our diverse community.*



**Section 21. Snow Removal For All Residents and For Commercial Districts; Penalty for Violation.**

(a) All residential owners, and each and every individual, partnership, association, corporation, or other business entity who owns, is in charge or who controls any building or lot within all commercial zoning districts used for office, retail, commercial, or parking purposes fronting or abutting upon a public sidewalk, whether as owner, tenant, occupant, lessee, or otherwise, shall remove and clear away, or cause to be removed and cleared away, all snow, sleet and ice along the entire length and width of the sidewalk surrounding the residence or fronting or abutting upon the office, retail, commercial building or lot. Snow and ice shall be removed within 24 hours after the cessation of any fall of snow, sleet, or freezing rains; provided, however, that if snow and ice on a sidewalk has become so hard that it cannot reasonably be removed without damaging the sidewalk, the person or entity charged with its removal under this section shall, within the 24-hour time period, cause a reasonable amount of sand, salt, or other abrasive to be placed upon the entire sidewalk in order to make pedestrian travel thereon reasonably safe; and as soon thereafter as weather permits, such person or entity shall effect the removal of snow and ice as provided for in this section.

In consideration of this request and the city ordinance, we sought quotes for snow removal, including the clearing of public sidewalks at the Rensselaer Library. We have estimated that this additional clearing will add approximately \$25 to the cost of each snow event. We have budgeted for this additional expense and feel that this is manageable. Our snow removal vendor will be instructed to clear the public sidewalks adjacent to library property.

We were up and running with our new debit/credit service Spark Pay on October 1. We shipped our yearbooks to Oklahoma Correctional Industries for digitizing on September 30. All shipments arrived safely, and we expect to have our items returned to us in approximately 6 weeks.

Linda Comingore, Executive Director of the Greater Rensselaer Chamber of Commerce, alerted me to informational programs provided by the Indiana Department of Revenue on their Tax Amnesty program, requesting that the library offer these informational programs. Three programs have been scheduled – October 27 at Wheatfield Library at 6pm; November 4 at Rensselaer Library at 2pm; and November 10 at DeMotte Library at 7pm. We are happy to meet an expressed community need.

September began with our day-long Staff Development Day, planned by our Management team and hosted by the DeMotte Library staff. Our agenda featured training on Transliteracy, Serving the ELAC Community, and Universal Precautions. The day also included time for hands on practice with a variety of equipment and an engaging roundtable that fostered relationship building. Staff evaluations have been received and will be considered when planning next year's Staff Development Day.

LEUs were earned. Staff is very appreciative of this Board approved time for continuing education.

September was Library Card Sign-Up Month. The Marketing Committee promoted the value of a library card and enticed new patron sign-ups with prize giveaways. Library staff made presentations in and outside the library to promote card sign-up. In September we issued nearly 150 new cards. We have also issued over 2,000 Digital Access Cards.

Rebecca Tomerlin from the LaPorte Public Library provided training on Mobile Maker Spaces at our September Management Meeting. LEUs were earned and many wonderful ideas gleaned.

Debbie, Rachel W., Rachael C., and Janice all attended "The Difference is You" workshop at the Indiana State Library. They found this to be a valuable day of learning and networking. They will be sharing some of their 'takeaways' at our October Management Meeting.

Rayann and I attended the 2015 ILF Legislative Fall Forum on October 7 which is always an informative day. Our ILF Legislative Advocates spoke about potential topics for next year's legislative session, and they reviewed once again how they represent the Indiana library community in regard to proposed legislation and the process that a proposed bill goes through before becoming a law.

### **System Administrator News**

Sheila viewed a USF Webinar: Introducing EPC, the E-rate Portal and an OCLC/Webjunction Webinar: Growing Through Conflict – Healthy Workplace Communication. She attended the Automation Counterparts meeting in Valparaiso.

Sheila assisted Becky in creating digital access card files for KV High School and Rensselaer Central Schools, sending files to TLC for processing, and created a procedure for Becky to follow next year. She ordered the necessary equipment for our new debit/credit service, Spark Pay, set up the iPads, and wrote Spark Pay procedures, merging them with our Credit Card Procedure.

### **Technical Services News**

Becky and her staff participated in Staff Development Day, providing a roundtable activity that was a big success.

Becky worked with Sheila to send a file of Digital Access Card information to TLC for KV and Rensselaer Schools.

## **DeMotte Library News**

Debbie reports that Jill “worked on integrating reference books into the regular non-fiction now that we have the stickers we needed”. Debbie continues, “Ben has begun pulling out the greenery by the back staff entrance. The exposed block is really beautiful and adds a new feel to the building. Ben completed the quarterly exterior maintenance inspection. Jean has done some cleaning of the floors and baseboards in the staff area (because of the age of the tile it is hard to “see” the difference, but we know it has been done).”

Rachel reports, “Our first Home School Happenings program was a hit with our Architecture/Get to Know You theme! They learned about strength in shapes and built structures out of marshmallows and toothpicks; they also played Jenga and learned about each other. (The life-size Jenga was a success with our older kids!) We will be changing the time of this monthly program to reflect the requests of the parents, and will present this program on the third Tuesday of the month at 2 p.m. now. Rachel continues, “Our first Teen Program was much more successful than I anticipated, with nine young adults in attendance! I taught them different techniques for tie-dying, as well as the history of different tie-dying throughout the millennia. I was thrilled to have so many participate, and am hoping for even more next month!” ... “Our new Spectacular Saturday program was AWESOME. I implemented ideas learned from CYPD about planning less ‘time structured’ programs, and it was very successful for this program! We had a Scavenger Hunt in the library, and had the families go through the list together, which created a lot of wonderful bonding!”

## **Rensselaer Library News**

Stanley Steemer cleaned the public areas of the library and the chairs used at the Multi-Use computer stations. September programs featured Barb Lucas presenting a program on Nature Photography and a first-ever Anime Program coordinated by Library Assistant Kim Hunter. We had many new geo cache finds with one player posting a photo of themselves with the online log. That is a first for us and awesome to see. Dan finished wall repairs in the meeting room and children’s department. After completion, the wall in the children’s room sustained mysterious and significant damage which will require dry wall repair and repainting. This was a frustrating find.

Janice reports, “Our butterflies have been a big hit as well as our butterfly garden. The kids and adults have had a great time learning about them and watching them change. Our story times and Saint Augustine visits have resumed and we are glad to be in our usual routine. Legos is still popular, but I think we will see more kids once the weather turns. Looking forward to introducing Littlebits next month. I think the kids will enjoy creating with them.” Nancy and Janice have made a habitat for caterpillars

to transform into butterflies, and the children have really enjoyed this close-up view of the process. Many butterflies have been released into the wild after being born at the library.

### **Wheatfield Library News**

Evie reports, "Jason adjusted shims, strike plates and auto door closers on a variety of doors, installed new 'keep out' signs at the south wetland, replaced handles on floor outlet covers in the meeting room, repaired retractable projection screen in the meeting room, filled in holes in grass where irrigation system is broken, completed quarterly exterior maintenance checklist, replaced light bulbs/ballasts, cleaned downspout drainage tiles, and installed new emergency lights in maintenance room and lounge."

Rachael visited kindergarten classes and hosted first-grade classes at the library. She read stories, gave them a tour of the library, and helped them find books to check out. Head Start classes also visited the library, receiving a tour and listening to a story.

***Please contact me if you are unable to attend the October Board meeting or if you have any questions about materials in your packet.-Patty***

**JCPL FINANCIAL STATEMENT**  
**September 30, 2015**

|                                                | <u>Beginning<br/>2015<br/>Balance</u> | <u>Current<br/>Month<br/>Disbursements</u> | <u>Y-T-D<br/>Disbursements</u> | <u>Current<br/>Month<br/>Receipts</u> | <u>Y-T-D<br/>Receipts</u> | <u>Ending<br/>Balance</u> |
|------------------------------------------------|---------------------------------------|--------------------------------------------|--------------------------------|---------------------------------------|---------------------------|---------------------------|
| <b>Operating Fund</b>                          | \$623,237.03                          | <b>\$181,911.31</b>                        | \$1,673,569.19                 | <b>\$79,298.34</b>                    | \$1,425,561.06            | <b>\$375,228.90</b>       |
| <b>Public Library Access Card Fund</b>         | \$50.00                               | <b>\$0.00</b>                              | \$50.00                        | <b>\$0.00</b>                         | \$0.00                    | <b>\$0.00</b>             |
| <b>Gift Fund</b>                               | \$9,969.20                            | \$2,344.97                                 | \$11,511.51                    | \$161.90                              | \$12,021.49               | <b>\$10,479.18</b>        |
| DeMotte                                        | \$2,381.86                            | <b>\$300.17</b>                            | \$3,695.65                     | <b>\$0.00</b>                         | \$4,496.36                | <b>\$3,182.57</b>         |
| Rensselaer                                     | \$5,613.14                            | <b>\$1,995.34</b>                          | \$5,625.01                     | <b>\$20.00</b>                        | \$4,683.82                | <b>\$4,671.95</b>         |
| Wheatfield                                     | \$1,974.20                            | <b>\$49.46</b>                             | \$2,190.85                     | <b>\$141.90</b>                       | \$2,841.31                | <b>\$2,624.66</b>         |
| <b>Library Improvement Reserve Fund</b>        | \$199,707.47                          | <b>\$0.00</b>                              | \$25,192.00                    | <b>\$14.35</b>                        | \$142.46                  | <b>\$174,657.93</b>       |
| <b>Bond &amp; Interest Redemption Fund</b>     | \$175,352.75                          | <b>\$0.00</b>                              | \$327,007.50                   | <b>\$0.00</b>                         | \$172,702.65              | <b>\$21,047.90</b>        |
| <b>Rainy Day Fund</b>                          | \$308,914.76                          | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$2,098.45                | <b>\$311,013.21</b>       |
| Includes Investments of: <b>\$275,000.00</b>   |                                       |                                            |                                |                                       |                           |                           |
| <b>State Technology Fund Grant Fund</b>        | \$0.00                                | <b>\$0.00</b>                              | \$9,733.00                     | <b>\$0.00</b>                         | \$9,733.00                | <b>\$0.00</b>             |
| <b>Capital Projects Fund</b>                   | \$1,269,492.71                        | <b>\$0.00</b>                              | \$0.00                         | <b>\$4.44</b>                         | \$9,483.46                | <b>\$1,278,976.17</b>     |
| Includes Investments of: <b>\$1,225,000.00</b> |                                       |                                            |                                |                                       |                           |                           |
| <b>Host/Hospitality Fund</b>                   | \$0.00                                | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$0.00</b>             |
| <b>Levy Excess Fund</b>                        | \$8,497.60                            | <b>\$0.00</b>                              | \$8,399.00                     | <b>\$0.00</b>                         | \$0.00                    | <b>\$98.60</b>            |
| <b>Sales Tax</b>                               | \$127.05                              | <b>\$0.00</b>                              | \$128.00                       | <b>\$15.08</b>                        | \$127.83                  | <b>\$126.88</b>           |
| <b>Construction Fund</b>                       | \$0.00                                | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$0.00</b>             |
| <b>Petty Cash Funds</b>                        | \$120.00                              | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$120.00</b>           |
| <b>Cash Change Fund</b>                        | \$150.00                              | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$150.00</b>           |
| <b>Insurance Refund Fund</b>                   | \$0.00                                | <b>\$192.88</b>                            | \$192.88                       | <b>\$0.00</b>                         | \$192.88                  | <b>\$0.00</b>             |
| <b>Insurance Settlement Fund</b>               | \$12,301.81                           | <b>\$0.00</b>                              | \$5,180.83                     | <b>\$0.00</b>                         | \$7,465.94                | <b>\$14,586.92</b>        |
| <b>Payroll Withholding Accts.</b>              |                                       |                                            |                                |                                       |                           |                           |
| FIT Tax Collected                              | \$0.00                                | <b>\$7,947.69</b>                          | \$69,561.41                    | <b>\$7,947.69</b>                     | \$69,561.41               | <b>\$0.00</b>             |
| FICA Tax Collected                             | \$0.00                                | <b>\$7,561.93</b>                          | \$65,882.37                    | <b>\$7,561.93</b>                     | \$65,882.37               | <b>\$0.00</b>             |
| State Tax Collected                            | \$3,176.93                            | <b>\$3,566.48</b>                          | \$30,647.24                    | <b>\$3,591.50</b>                     | \$31,061.76               | <b>\$3,591.45</b>         |
| County Tax Collected                           | \$2,485.61                            | <b>\$2,786.43</b>                          | \$24,108.76                    | <b>\$2,808.26</b>                     | \$24,431.46               | <b>\$2,808.31</b>         |
| Deferred Comp.                                 | \$0.00                                | <b>\$2,010.00</b>                          | \$17,610.00                    | <b>\$2,010.00</b>                     | \$17,610.00               | <b>\$0.00</b>             |
| #125 Pre-tax Plan                              | \$5.76                                | <b>\$3,163.69</b>                          | \$27,587.55                    | <b>\$3,162.24</b>                     | \$27,582.57               | <b>\$0.78</b>             |
| Employee Life Insur.                           | \$0.72                                | <b>\$217.92</b>                            | \$1,968.00                     | <b>\$217.92</b>                       | \$1,967.28                | <b>\$0.00</b>             |
| Employee INPRS                                 | \$0.00                                | <b>\$3,004.36</b>                          | \$26,561.48                    | <b>\$3,004.36</b>                     | \$26,561.48               | <b>\$0.00</b>             |
| Garnishments                                   | \$0.00                                | <b>\$0.00</b>                              | \$108.00                       | <b>\$0.00</b>                         | \$108.00                  | <b>\$0.00</b>             |
| Credit Union                                   | \$0.00                                | <b>\$0.00</b>                              | \$43.28                        | <b>\$0.00</b>                         | \$43.28                   | <b>\$0.00</b>             |
| EIC                                            | \$0.00                                | <b>\$0.00</b>                              | \$0.00                         | <b>\$0.00</b>                         | \$0.00                    | <b>\$0.00</b>             |
| <b>TOTAL ALL FUNDS.....</b>                    | <b>\$2,613,589.40</b>                 | <b>\$214,707.66</b>                        | <b>\$2,325,042.00</b>          | <b>\$109,798.01</b>                   | <b>\$1,904,338.83</b>     | <b>\$2,192,886.23</b>     |

**Bank Balances****Jasper County Public Library****Report as of: 9/30/15**

| <b>Bank</b>              |                                    |                       |
|--------------------------|------------------------------------|-----------------------|
| 1                        | Alliance Bank                      | \$665,925.33          |
| 2                        | Demotte State Bank                 | \$14,808.01           |
| 4                        | PNC Bank                           | \$11,882.89           |
| 5                        | Cash On Hand                       | \$270.00              |
| 9                        | Fifth Third Bank CD#002-0668762355 | \$0.00                |
| 10                       | Fifth Third Bank CD#002-0668762363 | \$0.00                |
| 6                        | Fifth Third Bank CD#002-0668786509 | \$0.00                |
| 3                        | CD#002-0668943762 Fifth Third Bank | \$500,000.00          |
| 7                        | CD#002-0668943754 Fifth Third Bank | \$275,000.00          |
| 8                        | CD#002-0668943770 Fifth Third Bank | \$725,000.00          |
| <b>Total all banks =</b> |                                    | <b>\$2,192,886.23</b> |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

# Appropriation Report for 100 OPERATING FUND

## Jasper County Public Library

Report Date: From 9/1/15 To 9/30/15

| Account # Description               | Annual Appropriation  | Change to Appropriation | Current Appropriation | Disbursements This Month | Disbursements YTD     | Balance             | Percent     |
|-------------------------------------|-----------------------|-------------------------|-----------------------|--------------------------|-----------------------|---------------------|-------------|
| <i>1. Personal Services</i>         |                       |                         |                       |                          |                       |                     |             |
| 1.11 SALARY OF LIBRARIAN            | \$65,582.00           | \$0.00                  | \$65,582.00           | \$5,465.20               | \$49,107.07           | \$16,474.93         | 74.9        |
| 1.12 SALARY OF ASSISTANTS           | \$1,082,897.00        | \$0.00                  | \$1,082,897.00        | \$89,125.90              | \$784,483.59          | \$298,413.41        | 72.4        |
| 1.13 WAGES OF JANITORS              | \$68,692.00           | \$0.00                  | \$68,692.00           | \$6,937.30               | \$52,410.58           | \$16,281.42         | 76.3        |
| 1.21 EMPLOYER'S SHARE-FICA          | \$93,114.00           | \$0.00                  | \$93,114.00           | \$7,561.91               | \$65,882.31           | \$27,231.69         | 70.8        |
| 1.22 UNEMPLOYMENT COMPENSATION      | \$3,544.00            | \$0.00                  | \$3,544.00            | \$0.00                   | \$3,019.70            | \$524.30            | 85.2        |
| 1.23 EMPLOYER'S CONTRIB.- PERF      | \$108,799.00          | \$0.00                  | \$108,799.00          | \$8,967.20               | \$79,308.16           | \$29,490.84         | 72.9        |
| 1.24 EMPLOYER'S CONTRIB.- INS.      | \$132,389.00          | \$0.00                  | \$132,389.00          | \$10,293.59              | \$94,748.31           | \$37,640.69         | 71.6        |
| <b>Subtotal</b>                     | <b>\$1,555,017.00</b> |                         | <b>\$1,555,017.00</b> | <b>\$128,351.10</b>      | <b>\$1,128,959.72</b> | <b>\$426,057.28</b> | <b>72.6</b> |
| <i>2. Supplies</i>                  |                       |                         |                       |                          |                       |                     |             |
| 2.11 OFFICIAL RECORDS               | \$600.00              | \$0.00                  | \$600.00              | \$0.00                   | \$365.54              | \$234.46            | 60.9        |
| 2.12 STATIONERY AND PRINTING        | \$550.00              | \$0.00                  | \$550.00              | \$0.00                   | \$187.17              | \$362.83            | 34.0        |
| 2.13 OTHER OFFICE SUPPLIES          | \$7,500.00            | \$0.00                  | \$7,500.00            | \$178.38                 | \$7,213.12            | \$286.88            | 96.2        |
| 2.21 CLEANING & SANITATION SUPPLIES | \$6,000.00            | \$0.00                  | \$6,000.00            | \$873.70                 | \$4,243.52            | \$1,756.48          | 70.7        |
| 2.23 OTHER OPERATING SUPPLIES       | \$7,000.00            | \$0.00                  | \$7,000.00            | \$238.23                 | \$5,186.83            | \$1,813.17          | 74.1        |
| 2.31 BUILDING MATERIALS & SUPPLIES  | \$1,000.00            | \$0.00                  | \$1,000.00            | \$338.52                 | \$648.90              | \$351.10            | 64.9        |
| 2.32 PAINT AND PAINTING SUPPLIES    | \$200.00              | \$0.00                  | \$200.00              | \$0.00                   | \$167.41              | \$32.59             | 83.7        |
| 2.33 REPAIR PARTS                   | \$2,000.00            | \$0.00                  | \$2,000.00            | \$115.23                 | \$575.33              | \$1,424.67          | 28.8        |
| 2.41 LIBRARY SUPPLIES               | \$14,900.00           | \$0.00                  | \$14,900.00           | \$1,960.30               | \$10,198.61           | \$4,701.39          | 68.4        |



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| <i>Account # Description</i>         | <i>Annual<br/>Appropriation</i> | <i>Change to<br/>Appropriation</i> | <i>Current<br/>Appropriation</i> | <i>Disbursements<br/>This Month</i> | <i>Disbursements<br/>YTD</i> | <i>Balance</i>     | <i>Percent</i> |
|--------------------------------------|---------------------------------|------------------------------------|----------------------------------|-------------------------------------|------------------------------|--------------------|----------------|
| 2.42 MARKETING SUPPLIES              | \$50.00                         | \$0.00                             | \$50.00                          | \$0.00                              | \$36.46                      | \$13.54            | 72.9           |
| <b>Subtotal</b>                      | <b>\$39,800.00</b>              |                                    | <b>\$39,800.00</b>               | <b>\$3,704.36</b>                   | <b>\$28,822.89</b>           | <b>\$10,977.11</b> | <b>72.4</b>    |
| <i>3. Other Services and Charges</i> |                                 |                                    |                                  |                                     |                              |                    |                |
| 3.13 LEGAL SERVICES                  | \$5,000.00                      | \$0.00                             | \$5,000.00                       | \$95.00                             | \$3,933.50                   | \$1,066.50         | 78.7           |
| 3.14 OTHER PROFESSIONAL SERVICES     | \$6,500.00                      | \$0.00                             | \$6,500.00                       | \$572.26                            | \$4,432.17                   | \$2,067.83         | 68.2           |
| 3.145 DATABASES & LICENSING SERVICES | \$26,620.00                     | \$0.00                             | \$26,620.00                      | \$0.00                              | \$20,708.77                  | \$5,911.23         | 77.8           |
| 3.146 E-BOOKS SERVICES               | \$18,700.00                     | \$0.00                             | \$18,700.00                      | \$0.00                              | \$3,000.00                   | \$15,700.00        | 16.0           |
| 3.21 TELEPHONE                       | \$4,200.00                      | \$0.00                             | \$4,200.00                       | \$21.87                             | \$2,441.38                   | \$1,758.62         | 58.1           |
| 3.22 POSTAGE                         | \$3,000.00                      | \$0.00                             | \$3,000.00                       | \$6.25                              | \$1,908.94                   | \$1,091.06         | 63.6           |
| 3.23 MILEAGE                         | \$20,000.00                     | \$0.00                             | \$20,000.00                      | \$1,983.30                          | \$12,847.36                  | \$7,152.64         | 64.2           |
| 3.24 PROFESSIONAL MEETINGS           | \$8,000.00                      | \$0.00                             | \$8,000.00                       | \$1,363.48                          | \$3,560.19                   | \$4,439.81         | 44.5           |
| 3.25 FREIGHT                         | \$2,000.00                      | \$0.00                             | \$2,000.00                       | \$205.70                            | \$1,308.75                   | \$691.25           | 65.4           |
| 3.26 NETWORKING                      | \$64,860.00                     | \$0.00                             | \$64,860.00                      | \$1,081.00                          | \$3,067.95                   | \$61,792.05        | 4.7            |
| 3.31 ADVERTISING & PUBLIC NOTICES    | \$800.00                        | \$0.00                             | \$800.00                         | \$0.00                              | \$238.61                     | \$561.39           | 29.8           |
| 3.33 MARKETING ADVERTISING           | \$1,800.00                      | \$0.00                             | \$1,800.00                       | \$0.00                              | \$1,603.13                   | \$196.87           | 89.1           |
| 3.41 OFFICIAL BONDS                  | \$250.00                        | \$0.00                             | \$250.00                         | \$50.00                             | \$250.00                     | \$0.00             | 100.0          |
| 3.42 OTHER INSURANCE                 | \$29,500.00                     | \$0.00                             | \$29,500.00                      | \$0.00                              | \$16,794.90                  | \$12,705.10        | 56.9           |
| 3.51 GAS                             | \$45,000.00                     | \$0.00                             | \$45,000.00                      | \$445.65                            | \$14,602.18                  | \$30,397.82        | 32.4           |
| 3.52 ELECTRICITY                     | \$100,000.00                    | \$0.00                             | \$100,000.00                     | \$8,584.22                          | \$66,402.14                  | \$33,597.86        | 66.4           |
| 3.53 WATER                           | \$4,000.00                      | \$0.00                             | \$4,000.00                       | \$358.47                            | \$2,777.02                   | \$1,222.98         | 69.4           |
| 3.54 WASTE DISPOSAL SERVICES         | \$6,500.00                      | \$0.00                             | \$6,500.00                       | \$573.03                            | \$4,820.47                   | \$1,679.53         | 74.2           |
| 3.61 BUILDING & STRUCTURES           | \$55,920.00                     | \$0.00                             | \$55,920.00                      | \$14,569.97                         | \$39,254.69                  | \$16,665.31        | 70.2           |
| 3.62 EQUIPMENT REPAIRS               | \$1,000.00                      | \$0.00                             | \$1,000.00                       | \$0.00                              | \$1,227.50                   | (\$227.50)         | 122.8          |
| 3.72 EQUIPMENT RENTALS               | \$300.00                        | \$0.00                             | \$300.00                         | \$9.95                              | \$232.55                     | \$67.45            | 77.5           |
| 3.91 DUES                            | \$1,875.00                      | \$0.00                             | \$1,875.00                       | \$32.00                             | \$586.00                     | \$1,289.00         | 31.3           |

| <i>Account # Description</i>          | <i>Annual<br/>Appropriation</i> | <i>Change to<br/>Appropriation</i> | <i>Current<br/>Appropriation</i> | <i>Disbursements<br/>This Month</i> | <i>Disbursements<br/>YTD</i> | <i>Balance</i>      | <i>Percent</i> |
|---------------------------------------|---------------------------------|------------------------------------|----------------------------------|-------------------------------------|------------------------------|---------------------|----------------|
| 3.93 TAXES & ASSESSMENTS              | \$250.00                        | \$0.00                             | \$250.00                         | \$0.00                              | \$240.00                     | \$10.00             | 96.0           |
| 3.94 TRANSFER TO LIRF                 | \$100,000.00                    | \$0.00                             | \$100,000.00                     | \$0.00                              | \$0.00                       | \$100,000.00        | 0.0            |
| 3.95 BOOK REIMBURSEMENT               | \$100.00                        | \$45.11                            | \$145.11                         | \$0.00                              | \$45.11                      | \$100.00            | 31.1           |
| 3.96 PETTY CASH                       | \$120.00                        | \$0.00                             | \$120.00                         | \$0.00                              | \$0.00                       | \$120.00            | 0.0            |
| 3.98 MAINTENANCE/SERVICE<br>CONTRACTS | \$112,057.00                    | \$0.00                             | \$112,057.00                     | \$226.59                            | \$87,772.58                  | \$24,284.42         | 78.3           |
| <b>Subtotal</b>                       | <b>\$618,352.00</b>             | <b>\$45.11</b>                     | <b>\$618,397.11</b>              | <b>\$30,178.74</b>                  | <b>\$294,055.89</b>          | <b>\$324,341.22</b> | <b>47.6</b>    |
| <i>4. Capital Outlays</i>             |                                 |                                    |                                  |                                     |                              |                     |                |
| 4.1 LAND                              | \$0.00                          | \$0.00                             | \$0.00                           | \$0.00                              | \$63,448.37                  | (\$63,448.37)       | 0.0            |
| 4.4 FURNITURE & EQUIPMENT             | \$51,648.00                     | \$0.00                             | \$51,648.00                      | \$1,583.89                          | \$4,730.57                   | \$46,917.43         | 9.2            |
| 4.51 BOOKS                            | \$160,300.00                    | \$0.00                             | \$160,300.00                     | \$13,318.67                         | \$106,335.34                 | \$53,964.66         | 66.3           |
| 4.52 PERIODICALS &<br>NEWSPAPERS      | \$25,000.00                     | \$0.00                             | \$25,000.00                      | \$783.06                            | \$14,146.96                  | \$10,853.04         | 56.6           |
| 4.53 NONPRINTED MATERIALS             | \$58,000.00                     | \$0.00                             | \$58,000.00                      | \$3,991.49                          | \$32,568.40                  | \$25,431.60         | 56.2           |
| <b>Subtotal</b>                       | <b>\$294,948.00</b>             |                                    | <b>\$294,948.00</b>              | <b>\$19,677.11</b>                  | <b>\$221,229.64</b>          | <b>\$73,718.36</b>  | <b>75.0</b>    |
| <b>Grand Total</b>                    | <b>\$2,508,117.00</b>           | <b>\$45.11</b>                     | <b>\$2,508,162.11</b>            | <b>\$181,911.31</b>                 | <b>\$1,673,068.14</b>        | <b>\$835,093.97</b> | <b>66.7</b>    |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

# *Appropriation Report for*      **195 INSURANCE REFUND FUND**

## *Jasper County Public Library*

*Report Date: From*      **9/1/15** *To*      **9/30/15**

| <i>Account # Description</i> | <i>Annual Appropriation</i> | <i>Change to Appropriation</i> | <i>Current Appropriation</i> | <i>Disbursements This Month</i> | <i>Disbursements YTD</i> | <i>Balance</i>    | <i>Percent</i> |
|------------------------------|-----------------------------|--------------------------------|------------------------------|---------------------------------|--------------------------|-------------------|----------------|
| <i>1. Personal Services</i>  |                             |                                |                              |                                 |                          |                   |                |
| 1.32 INSURANCE REFUND        | \$0.00                      | \$0.00                         | \$0.00                       | \$192.88                        | \$192.88                 | (\$192.88)        | 0.0            |
| <b>Subtotal</b>              | <b>\$0.00</b>               |                                | <b>\$0.00</b>                | <b>\$192.88</b>                 | <b>\$192.88</b>          | <b>(\$192.88)</b> | <b>0.0</b>     |
| <b>Grand Total</b>           | <b>\$0.00</b>               | <b>\$0.00</b>                  | <b>\$0.00</b>                | <b>\$192.88</b>                 | <b>\$192.88</b>          | <b>(\$192.88)</b> | <b>0.0</b>     |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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## Voucher List

## Jasper County Public Library

Report Date: From 9/1/15 To 9/30/15

| Warrant Number | Claim Number | Name of Claimant                 | Date    | Explanation                                                                                                                                                                                                                                            | Total       |
|----------------|--------------|----------------------------------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 0              | 721          | PAYROLL                          | 9/14/15 | PAYROLL                                                                                                                                                                                                                                                | \$192.88    |
| 34132          | 722          | AARON'S LAWN CARE                | 9/14/15 | Mowing, edging                                                                                                                                                                                                                                         | \$845.00    |
| 34133          | 723          | ACE HARDWARE                     | 9/14/15 | Electrical Tape                                                                                                                                                                                                                                        | \$4.99      |
| 34134          | 724          | ANTHEM BLUE CROSS BLUE           | 9/14/15 | Health Insurance premiums- September 2015                                                                                                                                                                                                              | \$12,280.32 |
| 34135          | 725          | ANTHEM LIFE                      | 9/14/15 | Life Insurance premiums- September 2015                                                                                                                                                                                                                | \$111.42    |
| 34136          | 726          | ARCADIA PUBLISHING               | 9/14/15 | Books                                                                                                                                                                                                                                                  | \$230.27    |
| 34137          | 727          | BAKER & TAYLOR                   | 9/14/15 | Books, Continuations, AV, Auto. Yours                                                                                                                                                                                                                  | \$14,538.37 |
| 34138          | 728          | BAKER & TAYLOR ENTERTAIN         | 9/14/15 | DVDs                                                                                                                                                                                                                                                   | \$1,032.25  |
| 34139          | 729          | BLUETARP FINANCIAL, INC          | 9/14/15 | Wall Patch Compound, Sidewalk Condrete Crack Sealer, Mortar Repair Mix for Sidewalk, Tile Panel, BondexConcrete Patch,                                                                                                                                 | \$156.59    |
| 34140          | 730          | CAROLYNN DeVRIES                 | 9/14/15 | Mileage 8/3/15: Books in Motion Seminar                                                                                                                                                                                                                | \$9.20      |
| 34141          | 731          | DEBORAH KRISTOFF                 | 9/14/15 | Mileage 8/11/15, 8/26/15: Reference Counterparts, Branch Manager Counterparts                                                                                                                                                                          | \$65.67     |
| 34142          | 732          | DELTA DENTAL                     | 9/14/15 | Dental Insurance premiums- September 2015                                                                                                                                                                                                              | \$522.18    |
| 34143          | 733          | DEMCO                            | 9/14/15 | Scotch BookTape, Crystal Clear Tape, Stacking Letter Trays, Spine Labels                                                                                                                                                                               | \$541.04    |
| 34144          | 734          | DEPARTMENT OF HOMELAND           | 9/14/15 | Rens: Boiler Inspection/Certificate Fees                                                                                                                                                                                                               | \$25.00     |
| 34145          | 735          | DEYOUNG PLUMB, HTG, & AIR        | 9/14/15 | Wh: Backflow Testing                                                                                                                                                                                                                                   | \$150.00    |
| 34146          | 736          | ENA SERVICES LLC                 | 9/14/15 | Internet service for August 2015                                                                                                                                                                                                                       | \$1,081.00  |
| 34147          | 737          | Evansville Vanderburgh Public Li | 9/14/15 | Damaged ILL Book: Murder Simply Brewed                                                                                                                                                                                                                 | \$40.95     |
| 34148          | 738          | FLEX-PAC INC                     | 9/14/15 | Paper Towels, Handsoap, Toilet Tissue                                                                                                                                                                                                                  | \$423.39    |
| 34149          | 739          | GRAINGER                         | 9/14/15 | Tri-Flow Superior Lubricant                                                                                                                                                                                                                            | \$17.12     |
| 34150          | 740          | HAINES & COMPANY, INC.           | 9/14/15 | DeM: Annual Northwest Indiana Directories                                                                                                                                                                                                              | \$355.50    |
| 34151          | 741          | HAMSTRA BUILDERS, INC.           | 9/14/15 | WH: Installed New Ambient Kit on Condensor Unit for Office Area                                                                                                                                                                                        | \$598.60    |
| 34152          | 742          | HERITAGE OFFICE PRODUCT          | 9/14/15 | Name Tags                                                                                                                                                                                                                                              | \$23.00     |
| 34153          | 743          | INDIANA LIBRARY FEDERATIO        | 9/14/15 | ILF Conference Registration, November 2015 - S. Maxwell                                                                                                                                                                                                | \$220.00    |
| 34154          | 744          | JASON GILBERT                    | 9/14/15 | Sprinkler Parts & Plumbing                                                                                                                                                                                                                             | \$74.86     |
| 34156          | 745          | JASPER COUNTY HISTORICAL         | 9/14/15 | Vintage Views- Issue 24                                                                                                                                                                                                                                | \$10.00     |
| 34155          | 746          | JASPER CO. VETERANS COU          | 9/14/15 | 3- 3X5 USA Flags, 3 - 4X6 Flags                                                                                                                                                                                                                        | \$228.00    |
| 34157          | 747          | JEAN LAMBERT                     | 9/14/15 | Mileage 7/12 - 8/30/15: Recycling, pick up cleaning supplies, return items, buy movie                                                                                                                                                                  | \$9.89      |
| 34158          | 748          | KIMBERLY HUNTER                  | 9/14/15 | Mileage 6/4 & 8/24/15: Returning to Rens from CIRC Counterparts @ W, Ask meeting @ Demotte                                                                                                                                                             | \$37.95     |
| 34160          | 749          | LIBERTY MUTUAL INSURANC          | 9/14/15 | Renewal Notary Bond-E Duran                                                                                                                                                                                                                            | \$50.00     |
| 34161          | 750          | LINDA POORTENGA                  | 9/14/15 | Mileage 8/12, 8/18, 8/19, 8/26, 9/1/15: Chamber meeting @ JCH, Mgt @ D, Took Milroy items to be framed @ Lafayette Frame Shop, B2B @ Hammond, Deliveries @ Starke/Pulaski, Br Counterparts @ Valpo, Pick up framed Milroy items @ Lafayette Frame Shop | \$273.70    |
| 34162          | 751          | LITTLEBITS ELECTRONICS IN        | 9/14/15 | Deluxe Kit, Space Kit                                                                                                                                                                                                                                  | \$1,774.80  |
| 34159          | 752          | LAKESHORE LEARNING MATE          | 9/14/15 | Literacy games                                                                                                                                                                                                                                         | \$223.98    |
| 34163          | 753          | MOTION PICTURE LICENSING         | 9/14/15 | License Certificate - Rensselaer Lib (8/01/2015 - 10/01/2016)                                                                                                                                                                                          | \$108.76    |
| 34164          | 754          | PRECISION CONTROL SYSTE          | 9/14/15 | DeM: Added Oil To Air Conditioning Compressor Unit, Replaced Oil Pressure Switch, Replaced Actuator, Linkage Kit                                                                                                                                       | \$6,599.29  |
| 34166          | 755          | REPUBLIC SERVICES #715           | 9/14/15 | Wh: Trash Service- September 2015                                                                                                                                                                                                                      | \$73.17     |
| 34167          | 756          | ROEING CORPORATION               | 9/14/15 | StarTech Parallel Adapter Card                                                                                                                                                                                                                         | \$31.00     |
| 34165          | 757          | RENSSELAER ROTARY CLUB           | 9/14/15 | July & August 2015 dues & meals                                                                                                                                                                                                                        | \$96.00     |
| 34168          | 758          | SENTIMENTAL PRODUCTIONS          | 9/14/15 | DVDs                                                                                                                                                                                                                                                   | \$125.00    |

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| <i>Warrant<br/>Number</i> | <i>Claim<br/>Number</i> | <i>Name of Claimant</i>   | <i>Date</i> | <i>Explanation</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <i>Total</i> |
|---------------------------|-------------------------|---------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 34169                     | 759                     | SHOWCASES                 | 9/14/15     | 2 Disc DVD Cases                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$734.40     |
| 34171                     | 760                     | SVT, LLC                  | 9/14/15     | YA Counterparts Meeting Supplies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$72.97      |
| 34170                     | 761                     | SUNRISE PACKAGING INC.    | 9/14/15     | Audiobook Cases                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$114.69     |
| 34172                     | 762                     | TREASURE BAY, INC         | 9/14/15     | Books                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$99.50      |
| 34173                     | 763                     | VISION SERVICE PLAN- (IN) | 9/14/15     | Vision Insurance Premiums- September 2015                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | \$214.74     |
| 34174                     | 764                     | WAL-MART COMMUNITY/RFC    | 9/14/15     | Summer Reading Program Supplies, DVDs, Clorox Wipes, Cleaning Supplies, Batteries, 1 inch Binders, Rens Meeting Room Supplies,                                                                                                                                                                                                                                                                                                                                                                                  | \$883.72     |
| 34175                     | 765                     | WAYFAIR SUPPLY            | 9/14/15     | 4 Mesh Back Chairs with Arms                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$781.97     |
| 34176                     | 766                     | YVONNE DEL VECCHIO        | 9/14/15     | Mileage 7/1 - 8/27/15: Walking Books, Book Club, deliver newsletters, ASK Committee                                                                                                                                                                                                                                                                                                                                                                                                                             | \$53.53      |
| 0                         | 767                     | PAYROLL                   | 9/10/15     | PAYROLL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | \$50,593.82  |
| 0                         | 768                     | BILL HROMADA              | 9/10/15     | Courier Mileage, 8/16-8/31/15 (Conf #293)                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | \$392.15     |
| 0                         | 769                     | GREAT-WEST RETIREMENT S   | 9/10/15     | Annuity Withheld 9/10/15 payroll (Conf. #294)                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | \$1,005.00   |
| 0                         | 770                     | INDIANA DEPARTMENT OF RE  | 9/10/15     | EFT-State & County Taxes w/held August 2015 Payrolls (Ref #87425)                                                                                                                                                                                                                                                                                                                                                                                                                                               | \$6,352.91   |
| 0                         | 771                     | INPRS fbo PERF            | 9/10/15     | 9/10/15 Payroll Contributions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | \$5,992.00   |
| 0                         | 772                     | IRS USA TAXPAYMENT        | 9/10/15     | EFT-FICA & Federal Taxes w/held 9/10/15 (Ref #45993697)                                                                                                                                                                                                                                                                                                                                                                                                                                                         | \$11,481.08  |
| 0                         | 773                     | TOWN OF WHEATFIELD        | 9/10/15     | Wh: Sewer- September 2015 (conf# 292)                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$56.65      |
| 0                         | 774                     | ALLIANCE BANK             | 9/14/15     | Direct Deposit Fees August 2015                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$37.00      |
| 34177                     | 775                     | BOOKPAGE                  | 9/14/15     | Magazine (10/2015-09/2016)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | \$480.00     |
| 34178                     | 776                     | CEREBELLUM CORPORATION    | 9/14/15     | DVDs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$209.31     |
| 34179                     | 777                     | CIRCLE R ELECTRIC, INC.   | 9/14/15     | DeM: replace ceiling lights, emergency lights, parking lot lights, and flag light                                                                                                                                                                                                                                                                                                                                                                                                                               | \$1,783.80   |
| 34180                     | 778                     | CULLIGAN WATER CONDITIO   | 9/14/15     | Wh: Water Cooler Rental-August 2015, 5-gallon drinking water- 9                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$76.50      |
| 34181                     | 779                     | DONNA BARKO               | 9/14/15     | Mileage 8/6-9/24/15: Bank deposits, Post Office, new employee orientation                                                                                                                                                                                                                                                                                                                                                                                                                                       | \$57.21      |
| 34182                     | 780                     | DUMAS & MAHNESMITH P.C.   | 9/14/15     | Legal Assistance: Personnal Matter                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | \$95.00      |
| 34183                     | 781                     | HP Products               | 9/14/15     | Glass Cleaner, Toilet Bowl Cleaner, Trash Bags                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | \$222.05     |
| 34184                     | 782                     | INDIANA ARCHIVES & RECOR  | 9/14/15     | DeM; 1 roll microfilm Kankakee Valley Post News Jan 2, 2014 to Dec. 25, 2014                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$49.27      |
| 34185                     | 783                     | INDIANA WASTE SERVICE     | 9/14/15     | DeM: Trash Pick-up, September 2015                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | \$87.70      |
| 34186                     | 784                     | JOHN HENSLEY              | 9/14/15     | Parking Lot Sealing & Striping, hot rubber - fill cracks - Wh                                                                                                                                                                                                                                                                                                                                                                                                                                                   | \$4,317.28   |
| 34187                     | 785                     | KIRBY RISK CORPORATION    | 9/14/15     | Lightbulbs, Staff Entrance Light Fixture                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | \$333.16     |
| 34188                     | 786                     | MIDWEST TAPE              | 9/14/15     | DVDs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$267.93     |
| 34189                     | 787                     | NIPSCO                    | 9/14/15     | WH: Gas & Electric Service                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | \$2,310.91   |
| 34190                     | 788                     | OFFICE DEPOT              | 9/14/15     | Pencils, Glue Dots, Straight Blade Replacements, Copy Paper, Manilla CD Folders, SubJect Portfolios, Rubberbands, Contruction Paper, Ruled Index cards, Sticky Notes                                                                                                                                                                                                                                                                                                                                            | \$271.80     |
| 34191                     | 789                     | RENSELAER CHAMBER OF C    | 9/14/15     | Chamber Meeting Expenses - March thru August 2015                                                                                                                                                                                                                                                                                                                                                                                                                                                               | \$50.00      |
| 34192                     | 790                     | TRU-GREEN LIMITED PARTNE  | 9/14/15     | Dem, Rens, WH: Lawn Fertilized                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | \$251.00     |
| 0                         | 791                     | SAGE PAYMENT SOLUTIONS    | 9/14/15     | Merchant Processing Fees- August 2015 (automatic withdrawal on 9/2/15)                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$51.88      |
| 34193                     | 792                     | UNIQUE MANAGEMENT SERVI   | 9/14/15     | Collections: Initial/Secondary Placements- August 2015                                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$80.55      |
| 34194                     | 793                     | BUSINESS CARD             | 9/14/15     | TLC University airfare, Difference is You conference registrations, Digipalooza expenses, Notary renewal application fee, children's supplies, drinking fountain repair parts, ILF conference registration, domain renewal, Milroy framing, CYPD expenses, Staff Unbirthday Party expenses, Branch Counterparts meeting expenses, Reference Counterparts meeting expenses, B2B expenses, adult program supplies, Director's Meeting expenses, Management Meeting expenses, Teen Volunteer Party expenses, books | \$2,697.79   |
| 34195                     | 794                     | CENTURYLINK               | 9/14/15     | Long distance phone service- August 2015                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | \$21.87      |

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| <i>Warrant<br/>Number</i>     | <i>Claim<br/>Number</i> | <i>Name of Claimant</i> | <i>Date</i> | <i>Explanation</i>                                                                                                     | <i>Total</i>        |
|-------------------------------|-------------------------|-------------------------|-------------|------------------------------------------------------------------------------------------------------------------------|---------------------|
| 34196                         | 795                     | FLEX-PAC INC            | 9/14/15     | Toilet paper                                                                                                           | \$131.99            |
| 34197                         | 796                     | JAMES BULANDA           | 9/14/15     | Program presenter                                                                                                      | \$425.00            |
| 34198                         | 797                     | NIPSCO                  | 9/14/15     | DeM: Gas & Electric Service 8/5-9/4/15                                                                                 | \$2,457.39          |
| 34199                         | 798                     | PATTY STRINGFELLOW      | 9/14/15     | Mileage 8/12-8/27/15: Branch Visits, meet with Board Treasurer, Librarian's Council meeting                            | \$115.00            |
| 34200                         | 799                     | QUILL CORPORATION       | 9/14/15     | Cord organizer clips, cable, cardstock, labels                                                                         | \$105.06            |
| 34202                         | 800                     | RAYANN GILMORE          | 9/14/15     | Mileage 6/8-9/11/15: Bank deposits, Post Office, Courthouse, Laundry drop-off & pick-up, Staff Development Day carpool | \$42.15             |
| 34201                         | 801                     | RAYANN GILMORE          | 9/14/15     | Rensselaer Petty Cash: postage, laundry                                                                                | \$44.75             |
| 34203                         | 802                     | RCHS CHAOS              | 9/14/15     | 2014-2015 yearbook                                                                                                     | \$45.00             |
| 34204                         | 803                     | USA TODAY               | 9/14/15     | Wh: Newspaper subscription Acct# 4209466 10/1/15-9/30/16                                                               | \$293.06            |
| 0                             | 804                     | PAYROLL                 | 9/25/15     | PAYROLL                                                                                                                | \$50,934.58         |
| 0                             | 805                     | AFLAC                   | 9/14/15     | Supplemental Insurance September 2015 (Conf. #299)                                                                     | \$546.54            |
| 0                             | 806                     | BILL HROMADA            | 9/14/15     | Courier Mileage, 9/1-9/15/15 (Conf #297)                                                                               | \$320.85            |
| 0                             | 807                     | CITY OF RENSSELAER      | 9/14/15     | RENS: Utilities 8/7/15 - 9/15/15 (Conf. #298)                                                                          | \$4,635.47          |
| 0                             | 808                     | GREAT-WEST RETIREMENT S | 9/14/15     | Annuity Withheld 9/25/15 payroll (Conf. #300)                                                                          | \$1,005.00          |
| 0                             | 809                     | INPRS fbo PERF          | 9/14/15     | 9/25/15 Payroll Contributions                                                                                          | \$5,979.56          |
| 0                             | 810                     | IRS USA TAXPAYMENT      | 9/14/15     | EFT-FICA & Federal Taxes w/held 9/25/15 (Ref #90828813)                                                                | \$11,590.45         |
| 0                             | 811                     | TOWN OF DEMOTTE         | 9/14/15     | DeM: Sewer & Water- August 2015 (conf# 295)                                                                            | \$188.81            |
| 0                             | 812                     | TOWN OF DEMOTTE         | 9/14/15     | DeM: House Sewer & Water- August 2015 (Conf #296)                                                                      | \$84.72             |
| <b>Total Amount of Claims</b> |                         |                         |             |                                                                                                                        | <b>\$214,707.66</b> |

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, October 05, 2015

Fiscal Officer

### ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$214,707.66

Date this 12<sup>th</sup> day of October, 2015.

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\_\_\_\_\_  
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### SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

**JASPER COUNTY PUBLIC LIBRARY**  
**Receipt Breakdown**  
**September 30, 2015**

|                                                   | <u>THIS MONTH</u> | <u>YEAR-TO-DATE</u> | <u>TOTAL RECEIPTS<br/>THIS MONTH</u> | <u>TOTAL RECEIPTS<br/>YEAR-TO-DATE</u> |
|---------------------------------------------------|-------------------|---------------------|--------------------------------------|----------------------------------------|
| <b>FINES &amp; FEES:</b>                          |                   |                     | \$2,779.24                           | \$24,955.48                            |
| DeMotte                                           | \$738.58          | \$7,951.60          |                                      |                                        |
| Rensselaer                                        | \$983.00          | \$9,362.73          |                                      |                                        |
| Wheatfield                                        | \$1,057.66        | \$7,641.15          |                                      |                                        |
| <b>PHOTOCOPIES:</b>                               |                   |                     | \$618.69                             | \$7,377.11                             |
| DeMotte                                           | \$210.20          | \$2,885.54          |                                      |                                        |
| Rensselaer                                        | \$281.89          | \$2,863.52          |                                      |                                        |
| Wheatfield                                        | \$126.60          | \$1,628.05          |                                      |                                        |
| <b>INTEREST (Checking, Repurchase, CDs):.....</b> |                   |                     | \$41.93                              | \$484.48                               |
| <b>TAXES:</b>                                     |                   |                     | \$75,613.24                          | \$1,374,084.89                         |
| Property Tax                                      | \$0.00            | \$634,588.74        |                                      |                                        |
| LOIT                                              | \$17,903.58       | \$161,132.23        |                                      |                                        |
| License Excise Tax                                | \$0.00            | \$50,726.30         |                                      |                                        |
| Financial Institution Tax                         | \$0.00            | \$1,228.91          |                                      |                                        |
| CVET(Commercial Vehicle Excise)                   | \$0.00            | \$7,021.77          |                                      |                                        |
| Local Option/Certified Shares                     | \$47,192.33       | \$424,730.97        |                                      |                                        |
| Local Option/Property Tax Repl.                   | \$10,517.33       | \$94,655.97         |                                      |                                        |
| <b>TAXABLE SALES:-.....</b>                       |                   |                     | \$15.24                              | \$95.35                                |
| <b>REFUNDS:</b>                                   |                   |                     | \$230.00                             | \$18,563.75                            |
| Rebates/Refund                                    | \$0.00            | \$1,565.51          |                                      |                                        |
| Insurance Claims/Reimbursements                   | \$0.00            | \$5,534.75          |                                      |                                        |
| Meeting Room Rental                               | \$200.00          | \$1,500.00          |                                      |                                        |
| Reimbursement                                     | \$0.00            | \$1,259.19          |                                      |                                        |
| Fixed Asset Sales                                 | \$30.00           | \$180.00            |                                      |                                        |
| Miscellaneous Receipts                            | \$0.00            | \$125.30            |                                      |                                        |
| Interfund Transfer                                | \$0.00            | \$8,399.00          |                                      |                                        |
| <b>TOTAL OPERATING FUND RECEIPTS.....</b>         |                   |                     | <b>\$79,298.34</b>                   | <b>\$1,425,561.06</b>                  |
| <b>PLAC FUND:.....</b>                            |                   |                     | \$0.00                               | \$0.00                                 |
| <b>GIFT FUNDS:</b>                                |                   |                     | \$161.90                             | \$12,021.49                            |
| DeMotte                                           | \$0.00            | \$4,496.36          |                                      |                                        |
| Rensselaer                                        | \$20.00           | \$4,683.82          |                                      |                                        |
| Wheatfield                                        | \$141.90          | \$2,841.31          |                                      |                                        |
| <b>LIB. IMPROV. RESERVE FUND: .....</b>           |                   |                     | \$14.35                              | \$142.46                               |
| Interest Earned                                   | \$14.35           | \$142.46            |                                      |                                        |
| Transfer from OPERATING                           | \$0.00            | \$0.00              |                                      |                                        |
| <b>BOND &amp; INTEREST REDEMPTION FUND:</b>       |                   |                     | \$0.00                               | \$172,702.65                           |
| Property Tax                                      | \$0.00            | \$160,152.37        |                                      |                                        |
| License Excise Tax                                | \$0.00            | \$10,794.54         |                                      |                                        |
| Financial Institution Tax                         | \$0.00            | \$261.51            |                                      |                                        |
| CVET(Commercial Vehicle Excise)                   | \$0.00            | \$1,494.23          |                                      |                                        |
| Interfund Transfer                                | \$0.00            | \$0.00              |                                      |                                        |
| <b>RAINY DAY FUND:</b>                            |                   |                     | \$0.00                               | \$2,098.45                             |
| Special CAGIT Distribution                        | \$0.00            | \$0.00              |                                      |                                        |
| Interest Earned                                   | \$0.00            | \$2,098.45          |                                      |                                        |
| <b>STATE TECHNOLOGY FUND GRANT FUND:-.....</b>    |                   |                     | \$0.00                               | \$9,733.00                             |
| <b>CAPITAL PROJECTS FUND:</b>                     |                   |                     | \$4.44                               | \$9,483.46                             |
| Interest Earned                                   | \$4.44            | \$9,483.46          |                                      |                                        |
| Property Tax                                      | \$0.00            | \$0.00              |                                      |                                        |
| License Excise Tax                                | \$0.00            | \$0.00              |                                      |                                        |
| Financial Institution Tax                         | \$0.00            | \$0.00              |                                      |                                        |
| CVET(Commercial Vehicle Excise)                   | \$0.00            | \$0.00              |                                      |                                        |
| Interfund Transfer                                | \$0.00            | \$0.00              |                                      |                                        |
| <b>HOST/HOSPITALITY FUND:-.....</b>               |                   |                     | \$0.00                               | \$0.00                                 |
| <b>LEVY EXCESS FUND:-.....</b>                    |                   |                     | \$0.00                               | \$0.00                                 |
| <b>SALES TAX:-.....</b>                           |                   |                     | \$15.08                              | \$127.83                               |
| <b>CASH CHANGE FUND</b>                           |                   |                     | \$0.00                               | \$0.00                                 |
| <b>INSURANCE REFUND FUND:</b>                     |                   |                     | \$0.00                               | \$192.88                               |
| Interfund Transfer                                | \$0.00            | \$192.88            |                                      |                                        |
| <b>INSURANCE SETTLEMENT FUND</b>                  |                   |                     | \$0.00                               | \$7,465.94                             |
| <b>SUB-TOTAL (page 1).....</b>                    |                   |                     | <b>\$79,494.11</b>                   | <b>\$1,639,529.22</b>                  |



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**WITHHOLDING ACCOUNT FUNDS:**

|                                        |            |             |                     |                       |
|----------------------------------------|------------|-------------|---------------------|-----------------------|
|                                        |            |             | \$30,303.90         | \$264,809.61          |
| FIT Tax Collected                      | \$7,947.69 | \$69,561.41 |                     |                       |
| FICA Collected                         | \$7,561.93 | \$65,882.37 |                     |                       |
| State Tax Collected                    | \$3,591.50 | \$31,061.76 |                     |                       |
| County Tax Collected                   | \$2,808.26 | \$24,431.46 |                     |                       |
| Deferred Comp Plan                     | \$2,010.00 | \$17,610.00 |                     |                       |
| Pre-tax Insurance Plans                | \$3,162.24 | \$27,582.57 |                     |                       |
| Life Insurance                         | \$217.92   | \$1,967.28  |                     |                       |
| INPRS                                  | \$3,004.36 | \$26,561.48 |                     |                       |
| Garnishments                           | \$0.00     | \$108.00    |                     |                       |
| Credit Union                           | \$0.00     | \$43.28     |                     |                       |
| <b>TOTAL RECEIPTS - ALL FUNDS.....</b> |            |             | <b>\$109,798.01</b> | <b>\$1,904,338.83</b> |

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# Voucher List

## Jasper County Public Library

Report Date: From 10/1/15 To 10/12/15

| Warrant Number | Claim Number | Name of Claimant         | Date     | Explanation                                                                                                                                                                                                                                                                                                                                                                             | Total       |
|----------------|--------------|--------------------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 0              | 813          | PAYROLL                  | 10/9/15  | PAYROLL                                                                                                                                                                                                                                                                                                                                                                                 | \$50,666.79 |
| 0              | 814          | BILL HROMADA             | 10/6/15  | Courier Mileage, 9/16-9/30/15 (Conf #301)                                                                                                                                                                                                                                                                                                                                               | \$392.15    |
| 0              | 815          | GREAT-WEST RETIREMENT S  | 10/6/15  | Annuity Withheld 10/9/15 payroll (Conf. #305)                                                                                                                                                                                                                                                                                                                                           | \$1,005.00  |
| 0              | 816          | INDIANA DEPARTMENT OF RE | 10/6/15  | EFT-State & County Taxes w/held September 2015 Payrolls (Ref #65832)                                                                                                                                                                                                                                                                                                                    | \$6,399.76  |
| 0              | 817          | INPRS fbo PERF           | 10/6/15  | 10/9/15 Payroll Contributions                                                                                                                                                                                                                                                                                                                                                           | \$6,028.84  |
| 0              | 818          | IRS USA TAXPAYMENT       | 10/6/15  | EFT-FICA & Federal Taxes w/held 10/9/15 (Ref #52586741)                                                                                                                                                                                                                                                                                                                                 | \$11,524.22 |
| 0              | 819          | TOWN OF DEMOTTE          | 10/6/15  | DeM: Sewer & Water- September 2015 (conf# 302)                                                                                                                                                                                                                                                                                                                                          | \$189.64    |
| 0              | 820          | TOWN OF DEMOTTE          | 10/6/15  | DeM: Sewer & Water- House September 2015 (Conf #303)                                                                                                                                                                                                                                                                                                                                    | \$84.72     |
| 0              | 821          | TOWN OF WHEATFIELD       | 10/6/15  | Wh: Sewer- October 2015 (conf# 304)                                                                                                                                                                                                                                                                                                                                                     | \$56.65     |
| 34205          | 822          | AARON'S LAWN CARE        | 10/12/15 | Mowing & edging                                                                                                                                                                                                                                                                                                                                                                         | \$1,050.00  |
| 34206          | 823          | ANTHEM BLUE CROSS BLUE   | 10/12/15 | Health Insurance premiums- October 2015                                                                                                                                                                                                                                                                                                                                                 | \$12,280.32 |
| 34207          | 824          | ANTHEM LIFE              | 10/12/15 | Life Insurance premiums- October 2015                                                                                                                                                                                                                                                                                                                                                   | \$97.02     |
| 34208          | 825          | BETTER CONTAINERS MFG. C | 10/12/15 | Library bags                                                                                                                                                                                                                                                                                                                                                                            | \$132.30    |
| 34209          | 826          | BLUETARP FINANCIAL, INC  | 10/12/15 | Sealant, screws, stik adhesive, blue tape, cement crack filler, roller covers, blue tool                                                                                                                                                                                                                                                                                                | \$110.39    |
| 34210          | 827          | BUSINESS CARD            | 10/12/15 | Management meeting expenses, Sandhill Crane Festival expenses, Legislative Fall Forum registrations, stamps, calendars, projector screen parts, paper towel dispenser keys, air compressor, pressure washer, Indiana Employment Law newsletter subscription, ILF Conference registrations, adult program supplies, B2B expenses, staff anniversary card, Staff Development Day expenses | \$2,067.82  |
| 34211          | 828          | BUSINESS MANAGEMENT DAI  | 10/12/15 | Payroll Legal Alert & Manager's Legal Bulletin newsletter subscriptions                                                                                                                                                                                                                                                                                                                 | \$229.08    |
| 34212          | 829          | CARDINAL OFFICE PRODUCT  | 10/12/15 | DeMotte Patron Copier Maintenance 9/24/14-9/24/15                                                                                                                                                                                                                                                                                                                                       | \$309.26    |
| 34213          | 830          | CAROLYNN DeVRIES         | 10/12/15 | Mileage 9/29/15: PERF meeting                                                                                                                                                                                                                                                                                                                                                           | \$25.30     |
| 34214          | 831          | CARRIAGE PAPER PRODUCT   | 10/12/15 | Receipt printer ribbons                                                                                                                                                                                                                                                                                                                                                                 | \$64.56     |
| 34215          | 832          | CONSOLIDATED INSURANCE   | 10/12/15 | Semi-annual premium for building insurance                                                                                                                                                                                                                                                                                                                                              | \$10,646.00 |
| 34216          | 833          | CULLIGAN WATER CONDITIO  | 10/12/15 | Wh: Water Cooler Rental-October 2015                                                                                                                                                                                                                                                                                                                                                    | \$11.95     |
| 34217          | 834          | D & S COMPUTER SERVICES  | 10/12/15 | Hosting 4th quarter 2015                                                                                                                                                                                                                                                                                                                                                                | \$120.00    |
| 34218          | 835          | DANIEL VAN BLAIRCOM      | 10/12/15 | Flood light bulb changer                                                                                                                                                                                                                                                                                                                                                                | \$5.88      |
| 34219          | 836          | DEBORAH KRISTOFF         | 10/12/15 | Staff Development Day expenses, Management Meeting expenses                                                                                                                                                                                                                                                                                                                             | \$64.63     |
| 34220          | 837          | DELTA DENTAL             | 10/12/15 | Dental Insurance premiums- October 2015                                                                                                                                                                                                                                                                                                                                                 | \$522.18    |
| 34221          | 838          | EBSCO INFORMATION SERVI  | 10/12/15 | Novelist database subscription 10/1/15-9/30/16                                                                                                                                                                                                                                                                                                                                          | \$2,595.00  |
| 34222          | 839          | EMILY DURAN              | 10/12/15 | Mileage 9/17-10/5/15: Management Meeting, AV Shopping                                                                                                                                                                                                                                                                                                                                   | \$50.60     |
| 34223          | 840          | ENA SERVICES LLC         | 10/12/15 | Internet service for September 2015                                                                                                                                                                                                                                                                                                                                                     | \$1,081.00  |
| 34224          | 841          | ERIC GRAYSON             | 10/12/15 | Program presenter                                                                                                                                                                                                                                                                                                                                                                       | \$300.00    |
| 34225          | 842          | EVELYN BRISTOL           | 10/12/15 | Mileage 8/5-9/1/15: Digipalooza, pickup paperwork at Osby's, drop off water sample at Fagen's, Librarian's Council meeting, drop off Lit Kits for B2B                                                                                                                                                                                                                                   | \$453.10    |
| 34226          | 843          | FINDAWAY WORLD, LLC      | 10/12/15 | Playaways                                                                                                                                                                                                                                                                                                                                                                               | \$849.87    |
| 34227          | 844          | GALE/CENGAGE LEARNING    | 10/12/15 | Books                                                                                                                                                                                                                                                                                                                                                                                   | \$46.88     |
| 34228          | 845          | GOVCONNECTION, INC.      | 10/12/15 | CPU stands, HDMI converters, Linksys 8-port gigabit switch                                                                                                                                                                                                                                                                                                                              | \$369.90    |
| 34229          | 846          | GRAINGER                 | 10/12/15 | Emergency lights                                                                                                                                                                                                                                                                                                                                                                        | \$138.44    |
| 34230          | 847          | HAMSTRA BUILDERS, INC.   | 10/12/15 | DeM: Grind sidewalk, install downspouts                                                                                                                                                                                                                                                                                                                                                 | \$378.00    |
| 34231          | 848          | HR SPECIALIST            | 10/12/15 | HR Specialist newsletter subscription                                                                                                                                                                                                                                                                                                                                                   | \$139.00    |

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| <i>Warrant<br/>Number</i> | <i>Claim<br/>Number</i> | <i>Name of Claimant</i>   | <i>Date</i> | <i>Explanation</i>                                                                                                                                                                                                                                                                                      | <i>Total</i> |
|---------------------------|-------------------------|---------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 34232                     | 849                     | INDIANA LIBRARY FEDERATIO | 10/12/15    | ILF Annual Conference registrations- R. Kuhn, L. Poortenga, E. Duran, K. Hunter                                                                                                                                                                                                                         | \$880.00     |
| 34233                     | 850                     | INDIANA WASTE SERVICE     | 10/12/15    | DeM: Trash Pick-up, October 2015                                                                                                                                                                                                                                                                        | \$87.70      |
| 34234                     | 851                     | JANICE WILMA              | 10/12/15    | DVDs, Mileage 5/14-9/22/15: Management Meeting, AV Shopping, CYPD Conference, YA Counterparts meeting, Difference is You Conference                                                                                                                                                                     | \$414.77     |
| 34235                     | 852                     | JORDON DITTRICH           | 10/12/15    | Wheatfield Building Birthday Party expenses                                                                                                                                                                                                                                                             | \$30.00      |
| 34236                     | 853                     | KAPCO                     | 10/12/15    | Clear polyester repair tape, poly covers                                                                                                                                                                                                                                                                | \$258.32     |
| 34237                     | 854                     | LINDA POORTENGA           | 10/12/15    | Mileage 9/10-9/18/15: Staff Development Day setup, Management Meeting, B2B                                                                                                                                                                                                                              | \$79.93      |
| 34238                     | 855                     | LINDA THOMPSON            | 10/12/15    | Mileage 8/11-9/11/15: Reference Counterparts meeting, Staff Development Day                                                                                                                                                                                                                             | \$13.80      |
| 34239                     | 856                     | MAGAZINE SUBSCRIPTION SE  | 10/12/15    | Annual January - May Magazine Subscription Renewals                                                                                                                                                                                                                                                     | \$4,856.05   |
| 34240                     | 857                     | MIDWEST TAPE              | 10/12/15    | DVDs                                                                                                                                                                                                                                                                                                    | \$79.98      |
| 34241                     | 858                     | OLLIS BOOK CORPORATION    | 10/12/15    | Books                                                                                                                                                                                                                                                                                                   | \$53.90      |
| 34242                     | 859                     | PATTY STRINGFELLOW        | 10/12/15    | Mileage 9/14-10/6/15: Board Meeting, Sandhill Crane Festival, Directors Meeting, ILF Legislative Fall Forum                                                                                                                                                                                             | \$220.80     |
| 34243                     | 860                     | PEGGY MICHELIN            | 10/12/15    | DVDs, Mileage 7/9-10/7/15: AV Shopping, pickup supplies                                                                                                                                                                                                                                                 | \$118.79     |
| 34244                     | 861                     | POSTMASTER                | 10/12/15    | Stamps                                                                                                                                                                                                                                                                                                  | \$409.00     |
| 34245                     | 862                     | PRECISION CONTROL SYSTE   | 10/12/15    | DeM: No cooling, dx1 relay enabled but not dx2 relay, applied jumper wire from dms 24v to dx1-dx2, worked on A.O. damper linkage, repaired pivot bearings; Rens: north compressor crank heater not working, checked electrical connections on compressor, reset circuit breaker, compressor now working | \$1,803.29   |
| 34246                     | 863                     | PULASKI COUNTY PUBLIC LIB | 10/12/15    | NILBA Meeting registrations- J. Umlauf, N. Waling, R. Gilmore, P. Stringfellow                                                                                                                                                                                                                          | \$152.00     |
| 34247                     | 864                     | RACHEL WILKINSON          | 10/12/15    | Teen program supplies, DVDs, CDs                                                                                                                                                                                                                                                                        | \$350.20     |
| 34248                     | 865                     | RAINBOW PRINTING          | 10/12/15    | Digital Access Cards                                                                                                                                                                                                                                                                                    | \$615.00     |
| 34249                     | 866                     | RECORDED BOOKS, INC       | 10/12/15    | Audiobooks                                                                                                                                                                                                                                                                                              | \$1,230.01   |
| 34250                     | 867                     | RELIABLE EXTERMINATORS, I | 10/12/15    | Rens: Exterior treatment                                                                                                                                                                                                                                                                                | \$152.00     |
| 34251                     | 868                     | REPUBLIC SERVICES #715    | 10/12/15    | Wh: Trash Service- October 2015                                                                                                                                                                                                                                                                         | \$73.17      |
| 34252                     | 869                     | SCHOLASTIC LIBRARY        | 10/12/15    | Continuations                                                                                                                                                                                                                                                                                           | \$156.00     |
| 34253                     | 870                     | SIMPLEXGRINNELL           | 10/12/15    | DeM: Annual Fire Alarm Test & Inspection                                                                                                                                                                                                                                                                | \$675.00     |
| 34254                     | 871                     | SMITH OFFICE EQUIPMENT    | 10/12/15    | Tape, construction paper                                                                                                                                                                                                                                                                                | \$44.91      |
| 34255                     | 872                     | THE LIBRARY CORPORATION   | 10/12/15    | Library Serials Support Nov 2015-Oct. 2016 Acct# 960058; L.S. data work                                                                                                                                                                                                                                 | \$3,106.00   |
| 34256                     | 873                     | TODAY'S BUSINESS SOLUTIO  | 10/12/15    | PrinterON service plan                                                                                                                                                                                                                                                                                  | \$1,485.00   |
| 34257                     | 874                     | UNIQUE MANAGEMENT SERVI   | 10/12/15    | Collections: Initial/Secondary Placements- September 2015                                                                                                                                                                                                                                               | \$143.20     |
| 34258                     | 875                     | VISION SERVICE PLAN- (IN) | 10/12/15    | Vision Insurance Premiums- October 2015                                                                                                                                                                                                                                                                 | \$214.74     |
| 34259                     | 876                     | WALL STREET JOURNAL       | 10/12/15    | Newspaper subscription Acct# 010560578589                                                                                                                                                                                                                                                               | \$448.40     |
| 34260                     | 877                     | WAL-MART COMMUNITY/RFC    | 10/12/15    | DVDs, CDs, books, adult program supplies, children's supplies, batteries, rewritable DVDs, cleaning supplies                                                                                                                                                                                            | \$657.60     |
| 34261                     | 878                     | WAYFAIR SUPPLY            | 10/12/15    | Office chair                                                                                                                                                                                                                                                                                            | \$172.03     |
| 0                         | 879                     | ALLIANCE BANK             | 10/12/15    | Direct Deposit Fees September 2015                                                                                                                                                                                                                                                                      | \$37.00      |
| 34262                     | 880                     | BAKER & TAYLOR            | 10/12/15    | Books, Continuations, AV, Auto. Yours                                                                                                                                                                                                                                                                   | \$9,372.79   |
| 34263                     | 881                     | BAKER & TAYLOR ENTERTAIN  | 10/12/15    | DVDs                                                                                                                                                                                                                                                                                                    | \$672.95     |
| 34264                     | 882                     | BRODART CO.               | 10/12/15    | Subject classification labels                                                                                                                                                                                                                                                                           | \$14.33      |
| 34265                     | 883                     | CENTURYLINK               | 10/12/15    | Rens: Local phone & fax service October 2015                                                                                                                                                                                                                                                            | \$190.49     |
| 34266                     | 884                     | CENTURYLINK               | 10/12/15    | Long distance phone service- September 2015                                                                                                                                                                                                                                                             | \$20.80      |
| 34267                     | 885                     | DEMCO                     | 10/12/15    | Floor sign, magazine display, wall clock, polyfit                                                                                                                                                                                                                                                       | \$753.39     |
| 34268                     | 886                     | HP Products               | 10/12/15    | Paper towels, trash bags, stainless steel cleaner                                                                                                                                                                                                                                                       | \$334.33     |
| 34269                     | 887                     | INDIANA DEPT. OF WORKFOR  | 10/12/15    | 3rd Quarter 2015 Unemployment Compensation Pymt                                                                                                                                                                                                                                                         | \$414.35     |
| 34270                     | 888                     | INFORMATION TODAY, INC.   | 10/12/15    | Internet Librarian Conference registration- M. Widner Reg#100196                                                                                                                                                                                                                                        | \$369.00     |
| 34271                     | 889                     | JASPER COUNTY EXTENSION   | 10/12/15    | Plat books                                                                                                                                                                                                                                                                                              | \$60.00      |

F6c

| <i>Warrant<br/>Number</i>     | <i>Claim<br/>Number</i> | <i>Name of Claimant</i>   | <i>Date</i> | <i>Explanation</i>                                                                                                                                                             | <i>Total</i>        |
|-------------------------------|-------------------------|---------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 34272                         | 890                     | KAPER'S BUILDING MATERIAL | 10/12/15    | Weather stripping                                                                                                                                                              | \$8.84              |
| 34273                         | 891                     | MIDWEST TAPE              | 10/12/15    | Audiobook sleeves                                                                                                                                                              | \$425.99            |
| 34274                         | 892                     | NIPSCO                    | 10/12/15    | DeM & Wh: Gas & electric service                                                                                                                                               | \$5,152.57          |
| 34275                         | 893                     | OFFICE DEPOT              | 10/12/15    | Staple removers, contact paper, color copy paper, tape, kleenex, card stock, construction paper, glue dots, sticky note dispenser, copy paper, CD/DVD file folders, glue stick | \$336.38            |
| 34276                         | 894                     | QUILL CORPORATION         | 10/12/15    | Envelopes, toner cartridges, wireless mouse, dry erase markers, pledge multi-surface, calendars, staple removers, sticky notes, pens, gloves, permanent markers                | \$514.96            |
| 0                             | 895                     | SAGE PAYMENT SOLUTIONS    | 10/12/15    | Merchant Processing Fees- September 2015 (automatic withdrawal on 10/2/15)                                                                                                     | \$57.52             |
| 34277                         | 896                     | STANLEY STEEMER           | 10/12/15    | Rens: Clean carpet in public areas & 14 chairs                                                                                                                                 | \$1,678.00          |
| <b>Total Amount of Claims</b> |                         |                           |             |                                                                                                                                                                                | <b>\$149,881.53</b> |

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, October 12, 2015

\_\_\_\_\_  
Fiscal Officer

### ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$149,881.53

Date this 12<sup>th</sup> day of October, 20 15.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.



*Nov*

**Agenda**  
**Jasper County Public Library**  
**Board of Trustees Meeting**  
**Monday, November 9, 2015, 6pm**  
**Rensselaer Public Library**

**Opening of Meeting**

Moment of Silence

**Approval of Consent Agenda & Consent Agenda Items**

Action

Minutes of October Board Meeting  
Bills/Financial Reports  
Salary Ordinance Update (R 7)  
Policy Review (R 10; R 15; R 22)

**General Business**

Technical Services Librarian & Systems Administrator  
Annual Reports (R 23)  
Dental Insurance (R 23)  
2016 Slate of Officers (R 23)  
Year-End Board Meeting (R 23)

Information  
Action  
Information  
Information

**Director's Report** (R 22-R 26)

Information

**Items for Future Agendas**

**Public Forum**

**Adjournment**



## **MINUTES**

**Jasper County Public Library Board of Trustees**  
**6:00 PM**

**October 12, 2015**  
**Rensselaer Library**

**Present:** Jody Melton, Natalie Waling, Janet Umlauf, Mark Heinig, Janelle Harper, Timothy Schultz, Patricia Stringfellow, Rayann Gilmore

**Absent:** Deana George

**Agenda & Consent Agenda Approval:** The Consent Agenda and Consent Agenda items including the September Board Meeting Minutes, bills/financial reports, Public Forum Policy revisions, Library Credit Card Policy revisions, Debit/Credit Card Processing Policy revisions, and Equal Employment Opportunity/Anti-Harassment Policy review were approved as presented on a motion by M. Heinig, seconded by J. Melton. Motion passed.

**Budget 2016 Adoption:** P. Stringfellow reviewed with the board that the 2016 budget has been advertised and a public hearing held with no public objections. The final step is to adopt the budget, sign the required forms, and submit to DLGF. Budget totals are: Operating Fund \$2,579,538; Library Improvement Reserve Fund \$30,000; Bond & Interest Redemption Fund \$325,147. The 2016 budget was adopted as advertised with a motion by J. Melton, seconded by J. Harper. Motion was unanimously passed.

**Health Insurance Renewal:** We have received our health, vision, and life insurance renewal information. The cost for our current health insurance plan has gone down 2.8%. Rates for vision and life insurance remain the same. We will not have renewal information for our dental insurance until early November. We will bring recommendations regarding dental insurance to the November board meeting. M. Heinig moved to continue with the current health, vision, and life insurance plans, seconded by J. Melton. Motion passed.

**Advanced Tax Draw Resolution:** To receive tax revenue as early as possible an Advanced Tax Draw request must be made to the County Auditor. The request is valid for 30 days. M. Heinig made a motion to request an advanced draw, seconded by J. Melton. Motion passed

**Board By-Law Revision:** Last month it was moved and seconded to revise the Board By-Laws. Under nepotism the last sentence would be stricken so that the wording in this section would then be identical to the wording in our board approved Personnel Policy. As required by the Board By-Laws, the board voted on the proposed revision this month. The motion passed unanimously.

**2016 Slate of Officers:** The nominating committee, J. Harper (chairperson), T. Schultz, and N. Waling, will present a slate of officers for 2016 at the November Board Meeting. Board members can only serve two consecutive years in the same office. Election of officers will be at the December Board Meeting.

**Director's Report:** In July 2013 we installed two air conditioning compressors at the DeMotte Library. In July of 2015 we learned that one of those compressors which was out of warranty had died and would have to be replaced. We replaced this compressor on September 16 & 17 of this year. Shortly after install HVAC technicians checked the unit and found it had a terrible vibration. Upon further investigation it was determined that this just-installed unit had failed and would need to be replaced. This replacement occurred on October 2 & 5 of this year (at no additional cost to the library). P. Stringfellow explained that she has asked for a free extended

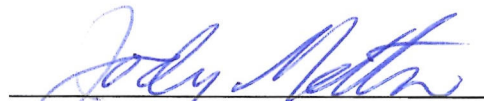


warranty on this newly installed Carlyle unit. It comes with a free one-year warranty, but in light of these unfortunate events, it would be better if this could be extended to two or three years out at no cost to the library. We are awaiting a response to this request.

Earlier this year a Rensselaer resident requested that the library clear snow from the public sidewalks adjacent to library property. We have researched Rensselaer City Ordinances, sought quotes for snow removal that include the public sidewalks, and budgeted for this additional expense. Our snow removal vendor will be instructed to clear the public sidewalks adjacent to library property.

The new roof at the Rensselaer Library has experienced leaks. The Hamstra Group has been contacted regarding this issue.

**Adjournment:** With no further matters for discussion J. Umlauf adjourned the meeting at 6:18 PM.

  
Jody Melton, Secretary

  
Attest: Janet Umlauf, President

**CIRCULATION BY HOLDINGS CODE**  
**October 2015**

| ITEM CODE                        | DEMOTTE | RENSSELAER | WHEATFIELD | TOTAL |
|----------------------------------|---------|------------|------------|-------|
| Award Winner JBIO (DAJBIO)       | 0       | 0          | 0          | 0     |
| Award Winner JE (DAJE)           | 0       | 0          | 0          | 0     |
| Award Winner JFIC (DAJFIC)       | 15      | 0          | 0          | 15    |
| Award Winner JNF (DAJNF)         | 0       | 0          | 0          | 0     |
| Award Winner JPFIC (DAJBPF)      | 0       | 0          | 0          | 0     |
| Award Winning fiction (DAWFIC)   | 0       | 0          | 0          | 0     |
| Award Winning non-fiction (DAWN) | 0       | 0          | 0          | 0     |
| Award Winner YAFIC (DAYAF)       | 0       | 0          | 0          | 0     |
| Award Winner YAPFIC (DAYPBF)     | 0       | 0          | 0          | 0     |
| Biography (DBIO)                 | 46      | 4          | 3          | 53    |
| Blu-Ray (DBR)                    | 99      | 1          | 0          | 100   |
| Books on CD (DBKCD)              | 173     | 8          | 3          | 184   |
| Books on Tape (DBKT)             | 0       | 0          | 0          | 0     |
| Compact Disc (DCD)               | 193     | 24         | 0          | 217   |
| Digital Audiobooks (DDA)         | 19      | 0          | 1          | 20    |
| DVD (DDVD)                       | 1168    | 16         | 12         | 1196  |
| Equipment (DEQP)                 | 66      | 0          | 0          | 66    |
| See librarian (DERR)             | 0       | 0          | 0          | 0     |
| Express Book (DEXP)              | 29      | 0          | 0          | 29    |
| Fiction (DFIC)                   | 678     | 23         | 18         | 719   |
| Fiction Fantasy (DFICF)          | 6       | 2          | 2          | 10    |
| Fiction Mystery (DFICM)          | 96      | 4          | 2          | 102   |
| Fiction New (DFICNEW)            | 345     | 9          | 12         | 366   |
| Fiction Science Fiction (DFICSF) | 8       | 0          | 0          | 8     |
| Fiction Western (DFICW)          | 18      | 0          | 0          | 18    |
| Genealogy (DGENE)                | 0       | 0          | 0          | 0     |
| Genealogy Mag (DGMAG)            | 0       | 0          | 0          | 0     |
| Graphic Novels (DGN)             | 70      | 0          | 4          | 74    |
| Hanging Bags (DHANG)             | 24      | 0          | 0          | 24    |
| ILL (DILL)                       | 52      | 6          | 2          | 60    |
| Internet (DINTER)                | 778     | 0          | 0          | 778   |
| Juv. Audio book (DJAUDB)         | 18      | 1          | 0          | 19    |
| Juv. Biography (DJBIO)           | 69      | 1          | 0          | 70    |
| Juv. Book on CD (DJBKCD)         | 0       | 0          | 0          | 0     |
| Juv. Book on Tape (DJBKT)        | 0       | 0          | 0          | 0     |
| Juv. Compact Disc (DJCD)         | 22      | 3          | 0          | 25    |
| Juvenile Easy (DJE)              | 657     | 17         | 6          | 680   |
| Juv. Easy Non-fiction (DJENF)    | 82      | 1          | 0          | 83    |
| Juv. Easy Reader (DJER)          | 377     | 2          | 1          | 380   |
| Juv. Fiction (DJFIC)             | 392     | 16         | 9          | 417   |
| Juv. Holiday books (DJHOL)       | 144     | 5          | 1          | 150   |
| Juv. Magazine (DJMAG)            | 13      | 0          | 5          | 18    |
| Juv. Music Cassette (DJMC)       | 0       | 0          | 0          | 0     |
| Juv. Nonfiction (DJNF)           | 263     | 14         | 3          | 280   |
| Juv. Nonfic Text Bk (DJNFTB)     | 0       | 0          | 0          | 0     |
| Juv. Paperback fic (DJPBF)       | 0       | 0          | 0          | 0     |
| Juv. Professional Coll. (DJPRO)  | 0       | 0          | 0          | 0     |
| Juv. Reference (DJREF)           | 3       | 0          | 0          | 3     |
| Juv. Toddler (DJTOD)             | 132     | 0          | 4          | 136   |

|                                 |     |      |    |      |
|---------------------------------|-----|------|----|------|
| Large Print Fiction (DLPF)      | 202 | 9    | 1  | 212  |
| Large Print Nonfic (DLPNF)      | 13  | 2    | 0  | 15   |
| Magazine (DMAG)                 | 637 | 0    | 0  | 637  |
| Music Cassette (DMCAS)          | 0   | 0    | 0  | 0    |
| Nonfiction 000 (DNF000)         | 12  | 1    | 0  | 13   |
| Nonfiction 100 (DNF100)         | 23  | 2    | 3  | 28   |
| Nonfiction 200 (DNF200)         | 17  | 1    | 0  | 18   |
| Nonfiction 300 (DNF300)         | 65  | 5    | 0  | 70   |
| Nonfiction 400 (DNF400)         | 6   | 0    | 0  | 6    |
| Nonfiction 500 (DNF500)         | 17  | 1    | 1  | 19   |
| Nonfiction 600 (DNF600)         | 134 | 6    | 1  | 141  |
| Nonfiction 700 (DNF700)         | 37  | 1    | 0  | 38   |
| Nonfiction 800 (DNF800)         | 20  | 0    | 0  | 20   |
| Nonfiction 900 (DNF900)         | 37  | 4    | 1  | 42   |
| Nonfiction Blu-Ray (DNFBR)      | 1   | 0    | 0  | 1    |
| Nonfiction DVD (DNFDVD)         | 45  | 2    | 0  | 47   |
| Nonfiction (DNFIC)              | 0   | 0    | 0  | 0    |
| Nonfiction New (DNFNEW)         | 91  | 2    | 4  | 97   |
| Nonfiction VHS (DNFVHS)         | 0   | 0    | 0  | 0    |
| Oversize (DOVER)                | 1   | 0    | 0  | 1    |
| Professional Coll. (DPROF)      | 0   | 0    | 0  | 0    |
| Parent Shelf Juv. Fic (DPSJFic) | 0   | 0    | 0  | 0    |
| Parent Shelf Juv. NF (DPSJNF)   | 1   | 0    | 0  | 1    |
| Reference (DREF)                | 0   | 0    | 0  | 0    |
| Ref. Magazine (DRMAG)           | 0   | 0    | 0  | 0    |
| Reference Software (DRSW)       | 0   | 0    | 0  | 0    |
| Spanish Collection (DSPA)       | 6   | 0    | 0  | 6    |
| Software (DSWAR)                | 1   | 0    | 0  | 1    |
| Vertical File (DVF)             | 0   | 0    | 0  | 0    |
| VHS (DVHS)                      | 0   | 0    | 0  | 0    |
| YA Audio book (DYAUSB)          | 0   | 0    | 0  | 0    |
| YA Biography (DYAB)             | 8   | 0    | 0  | 8    |
| YA Books on CD (DYABKCD)        | 0   | 0    | 0  | 0    |
| YA Books on Tape (DYABKT)       | 0   | 0    | 0  | 0    |
| YA Fiction (DYAF)               | 124 | 6    | 11 | 141  |
| YA Music CD (DYACD)             | 0   | 0    | 0  | 0    |
| YA Nonfiction (DYANF)           | 81  | 0    | 0  | 81   |
| YA Paperback Fic (DYAPBF)       | 0   | 0    | 0  | 0    |
| Storage (DZSTO)                 | 3   | 0    | 2  | 5    |
|                                 |     |      |    |      |
| Award Winner JBIO (RAJBIO)      | 0   | 0    | 0  | 0    |
| Award Winner JE (RAJE)          | 0   | 0    | 0  | 0    |
| Award Winner JFIC (RAJFIC)      | 0   | 0    | 0  | 0    |
| Biography (RBIO)                | 7   | 22   | 3  | 32   |
| Blu-Ray (RBR)                   | 0   | 296  | 1  | 297  |
| Books on CD (RBKCD)             | 4   | 153  | 3  | 160  |
| Books on Tape (RBKT)            | 0   | 0    | 0  | 0    |
| Compact Disc (RCD)              | 4   | 303  | 0  | 307  |
| Digital Audiobooks (RDA)        | 0   | 23   | 0  | 23   |
| DVD (RDVD)                      | 23  | 2695 | 14 | 2732 |
| Equipment (REQP)                | 0   | 5    | 0  | 5    |
| See librarian (RERR)            | 0   | 0    | 0  | 0    |
| Express Book (REXP)             | 0   | 17   | 0  | 17   |
| Fiction (RFIC)                  | 30  | 555  | 25 | 610  |
| Fiction New (RFICNEW)           | 16  | 345  | 11 | 372  |

|                                 |    |      |    |      |
|---------------------------------|----|------|----|------|
| Genealogy (RGENE)               | 0  | 0    | 0  | 0    |
| Genealogy Mag (RGMAG)           | 0  | 0    | 0  | 0    |
| Gen. Milroy Coll (RGMIL)        | 0  | 0    | 0  | 0    |
| Graphic Novels (RGN)            | 4  | 154  | 0  | 158  |
| Hanging Bag (RHANG)             | 0  | 7    | 0  | 7    |
| ILL (RILL)                      | 0  | 78   | 2  | 80   |
| Internet (RINTER)               | 0  | 1434 | 0  | 1434 |
| Juv. Audio book (RJAUDB)        | 1  | 20   | 1  | 22   |
| Juv. Biography (RJBIO)          | 5  | 24   | 1  | 30   |
| Juv. Book on CD (RJBKCD)        | 0  | 0    | 0  | 0    |
| Juv. Book on Tape (RJBKT)       | 0  | 0    | 0  | 0    |
| Juv. Compact Disc (RJCD)        | 0  | 36   | 2  | 38   |
| Juvenile Easy (RJE)             | 9  | 684  | 4  | 697  |
| Juv. Easy Non-fiction (RJENF)   | 0  | 63   | 0  | 63   |
| Juv. Easy Reader (RJER)         | 3  | 312  | 1  | 316  |
| Juv. Fiction (RJFIC)            | 11 | 549  | 2  | 562  |
| Juv. Magazine (RJMAG)           | 0  | 8    | 0  | 8    |
| Juv. Music Cassette (RJMC)      | 0  | 0    | 0  | 0    |
| Juv. Nonfiction (RJNF)          | 14 | 351  | 6  | 371  |
| Juv. Paperback fic (RJPBF)      | 0  | 0    | 0  | 0    |
| Juv. Professional Coll. (RJPRO) | 0  | 0    | 0  | 0    |
| Juv. Reference (RJREF)          | 0  | 2    | 0  | 2    |
| Juv. Toddler (RJTOD)            | 0  | 129  | 0  | 129  |
| Large Print Fiction (RLPF)      | 19 | 218  | 1  | 238  |
| Large Print Nonfic (RLPNF)      | 0  | 1    | 0  | 1    |
| Magazine (RMAG)                 | 2  | 342  | 1  | 345  |
| Music Cassette (RMCAS)          | 0  | 0    | 0  | 0    |
| Non-Fiction 000 (RNF000)        | 1  | 7    | 0  | 8    |
| Non-Fiction 100 (RNF100)        | 0  | 31   | 1  | 32   |
| Non-Fiction 200 (RNF200)        | 2  | 27   | 1  | 30   |
| Non-Fiction 300 (RNF300)        | 6  | 45   | 10 | 61   |
| Non-Fiction 400 (RNF400)        | 1  | 4    | 0  | 5    |
| Non-Fiction 500 (RNF500)        | 0  | 31   | 0  | 31   |
| Non-Fiction 600 (RNF600)        | 20 | 181  | 7  | 208  |
| Non-Fiction 700 (RNF700)        | 5  | 75   | 0  | 80   |
| Non-Fiction 800 (RNF800)        | 2  | 8    | 0  | 10   |
| Non-Fiction 900 (RNF900)        | 1  | 54   | 2  | 57   |
| Nonfiction Blu-Ray (RNFBR)      | 0  | 2    | 0  | 2    |
| Nonfiction DVD (RNFDVD)         | 2  | 183  | 1  | 186  |
| Nonfiction (RNFIC)              | 0  | 0    | 0  | 0    |
| Nonfiction new (RNFNEW)         | 14 | 155  | 6  | 175  |
| Nonfiction VHS (RNFVHS)         | 0  | 0    | 0  | 0    |
| Oversize (ROVER)                | 0  | 2    | 0  | 2    |
| Professional Coll. (RPRO)       | 0  | 4    | 0  | 4    |
| Reference (REF)                 | 0  | 0    | 0  | 0    |
| Reference Business (RREFB)      | 0  | 0    | 0  | 0    |
| Ref. Magazine (RRMAG)           | 0  | 0    | 0  | 0    |
| Ready Reference (RRR)           | 0  | 0    | 0  | 0    |
| Reference Software (RRSW)       | 0  | 0    | 0  | 0    |
| Spanish Collection (RSPA)       | 0  | 6    | 0  | 6    |
| Software (RSWAR)                | 0  | 16   | 0  | 16   |
| Vertical File (RVF)             | 0  | 6    | 0  | 6    |
| VHS (RVHS)                      | 0  | 0    | 0  | 0    |
| YA Audio book (RYAUDB)          | 2  | 11   | 0  | 13   |
| YA Biography (RYAB)             | 0  | 0    | 0  | 0    |

|                                  |    |     |      |      |
|----------------------------------|----|-----|------|------|
| YA Books on CD (RYABKCD)         | 0  | 0   | 0    | 0    |
| YA Books on Tape (RYABKT)        | 0  | 0   | 0    | 0    |
| YA Fiction (RYAF)                | 3  | 150 | 6    | 159  |
| YA Music CD (RYACD)              | 0  | 55  | 0    | 55   |
| YA Nonfiction (RYANF)            | 3  | 9   | 0    | 12   |
| YA Paperback Fic (RYAPBF)        | 0  | 0   | 0    | 0    |
| Storage (RZSTO)                  | 0  | 0   | 0    | 0    |
| Award Winner JE (WAJE)           | 0  | 0   | 0    | 0    |
| Biography (WBIO)                 | 0  | 3   | 14   | 17   |
| Blu-Ray (WBR)                    | 1  | 0   | 144  | 145  |
| Books on CD (WBKCD)              | 16 | 21  | 120  | 157  |
| Books on Tape (WBKT)             | 1  | 0   | 0    | 1    |
| Compact Disc (WCD)               | 1  | 9   | 162  | 172  |
| Digital Audiobooks (WDA)         | 1  | 0   | 21   | 22   |
| DVD (WDVD)                       | 21 | 19  | 1967 | 2007 |
| Equipment (WEQP)                 | 0  | 0   | 23   | 23   |
| See librarian (WERR)             | 0  | 0   | 0    | 0    |
| Express Book (WEXP)              | 0  | 0   | 12   | 12   |
| Fiction (WFIC)                   | 39 | 21  | 325  | 385  |
| Fiction Fantasy (WFICF)          | 0  | 1   | 4    | 5    |
| Fiction Mystery (WFICM)          | 4  | 2   | 49   | 55   |
| Fiction New (WFICNEW)            | 13 | 13  | 254  | 280  |
| Fiction Science Fiction (WFICSF) | 0  | 1   | 3    | 4    |
| Fiction Western (WFICW)          | 0  | 0   | 4    | 4    |
| Genealogy (WGENE)                | 0  | 0   | 0    | 0    |
| Genealogy Mag (WGMAG)            | 0  | 0   | 0    | 0    |
| Graphic Novels (WGN)             | 2  | 0   | 16   | 18   |
| Hanging Bags (WHANG)             | 0  | 0   | 13   | 13   |
| ILL (WILL)                       | 2  | 1   | 35   | 38   |
| Internet (WINTER)                | 0  | 0   | 417  | 417  |
| Juv. Audio book (WJAUDB)         | 5  | 3   | 26   | 34   |
| Juv. Biography (WJBIO)           | 8  | 1   | 1    | 10   |
| Juv. Book on CD (WJBKCD)         | 0  | 0   | 0    | 0    |
| Juv. Book on Tape (WJBKT)        | 0  | 0   | 0    | 0    |
| Juv. Compact Disc (WJCD)         | 0  | 0   | 21   | 21   |
| Juvenile Easy (WJE)              | 14 | 20  | 405  | 439  |
| Juv. Easy Non-fiction (WJENF)    | 1  | 3   | 28   | 32   |
| Juv. Easy Reader (WJER)          | 6  | 3   | 284  | 293  |
| Juv. Fiction (WJFIC)             | 25 | 16  | 268  | 309  |
| Juv. Magazine (WJMAG)            | 1  | 0   | 14   | 15   |
| Juv. Music Cassette (WJMC)       | 0  | 0   | 0    | 0    |
| Juv. Nonfiction (WJNF)           | 10 | 14  | 175  | 199  |
| Juv. Paperback fic (WJPBF)       | 0  | 0   | 0    | 0    |
| Juv. Professional Coll. (WJPRO)  | 0  | 0   | 0    | 0    |
| Juv. Reference (WJREF)           | 0  | 0   | 0    | 0    |
| Juv. Toddler (WJTOD)             | 0  | 3   | 123  | 126  |
| Large Print Fiction (WLPF)       | 16 | 11  | 88   | 115  |
| Large Print Nonfic (WLPNF)       | 0  | 0   | 3    | 3    |
| Magazine (WMAG)                  | 11 | 1   | 306  | 318  |
| Non-Fiction 000 (WNF000)         | 1  | 2   | 1    | 4    |
| Non-Fiction 100 (WNF100)         | 0  | 0   | 7    | 7    |
| Non-Fiction 200 (WNF200)         | 4  | 1   | 15   | 20   |
| Non-Fiction 300 (WNF300)         | 1  | 1   | 22   | 24   |
| Non-Fiction 400 (WNF400)         | 0  | 4   | 0    | 4    |

|                               |      |       |      |       |
|-------------------------------|------|-------|------|-------|
| Non-Fiction 500 (WNF500)      | 0    | 0     | 7    | 7     |
| Non-Fiction 600 (WNF600)      | 7    | 6     | 50   | 63    |
| Non-Fiction 700 (WNF700)      | 0    | 1     | 28   | 29    |
| Non-Fiction 800 (WNF800)      | 0    | 0     | 8    | 8     |
| Non-Fiction 900 (WNF900)      | 3    | 9     | 25   | 37    |
| Nonfiction Blu-Ray (WNFBR)    | 0    | 0     | 0    | 0     |
| Nonfiction DVD (WNFDVD)       | 0    | 3     | 112  | 115   |
| Nonfiction (WNFIC)            | 0    | 0     | 0    | 0     |
| Nonfiction New (WNFNEW)       | 14   | 6     | 68   | 88    |
| Nonfiction VHS (WNFVHS)       | 0    | 0     | 0    | 0     |
| Professional Coll. (WPROF)    | 0    | 0     | 0    | 0     |
| Parent Shelf Juv. Fic (WPJF)  | 0    | 0     | 0    | 0     |
| Parent Shelf Juv. NF (WPSJNF) | 0    | 0     | 0    | 0     |
| Reference (WREF)              | 0    | 0     | 0    | 0     |
| Ref. Magazine (WRMAG)         | 0    | 0     | 0    | 0     |
| Reference Software (WRSWAR)   | 0    | 0     | 0    | 0     |
| Spanish Collection (WSPA)     | 0    | 0     | 5    | 5     |
| Software (WSWAR)              | 0    | 0     | 1    | 1     |
| Vertical File (WVF)           | 0    | 0     | 5    | 5     |
| VHS (WVHS)                    | 0    | 0     | 0    | 0     |
| YA Audio book (WYAUDB)        | 0    | 0     | 2    | 2     |
| YA Biography (WYAB)           | 0    | 0     | 0    | 0     |
| YA Books on CD (WYABKCD)      | 0    | 0     | 2    | 2     |
| YA Books on Tape (WYABKT)     | 0    | 0     | 0    | 0     |
| YA Fiction (WYAF)             | 9    | 9     | 217  | 235   |
| YA Music CD (WYACD)           | 0    | 0     | 0    | 0     |
| YA Nonfiction (WYANF)         | 0    | 0     | 12   | 12    |
| YA Paperback Fic (WYAPBF)     | 0    | 0     | 0    | 0     |
| Storage (WZSTO)               | 0    | 0     | 0    | 0     |
| TOTAL                         | 8088 | 10295 | 6136 | 24519 |

**CIRCULATION BY HOLDINGS CODE**  
**October 2015**

| ITEM CODE                         | DEMOTTE | RENSSELAER | WHEATFIELD | TOTAL |
|-----------------------------------|---------|------------|------------|-------|
| Award Winner JBIO (AJBIO)         | 0       | 0          | 0          | 0     |
| Award Winner JE (AJE)             | 0       | 0          | 0          | 0     |
| Award Winner JFIC (AJFIC)         | 15      | 0          | 0          | 15    |
| Award Winner JNF (AJNF)           | 0       | 0          | 0          | 0     |
| Award Winner JPFIC (AJPF)         | 0       | 0          | 0          | 0     |
| Award Winning fiction (AWFIC)     | 0       | 0          | 0          | 0     |
| Award Winning non-fiction (AWNFI) | 0       | 0          | 0          | 0     |
| Award Winner YAFIC (AYAF)         | 0       | 0          | 0          | 0     |
| Award Winner YAPFIC (YAYPBF)      | 0       | 0          | 0          | 0     |
| Biography (BIO)                   | 53      | 29         | 20         | 102   |
| Blu-Ray (BR)                      | 101     | 299        | 145        | 545   |
| Books on CD (BKCD)                | 193     | 182        | 126        | 501   |
| Books on Tape (BKT)               | 1       | 0          | 0          | 1     |
| Compact Disc (CD)                 | 198     | 336        | 162        | 696   |
| Digital Audiobooks (DA)           | 20      | 23         | 22         | 65    |
| DVD (DVD)                         | 1212    | 2730       | 1993       | 5935  |
| Equipment (EQP)                   | 66      | 5          | 23         | 94    |
| See librarian (ERR)               | 0       | 0          | 0          | 0     |

|                                 |     |      |     |      |
|---------------------------------|-----|------|-----|------|
| Express Book (EXP)              | 29  | 17   | 12  | 58   |
| Fiction (FIC)                   | 747 | 599  | 368 | 1714 |
| Fiction Fantasy (FICF)          | 6   | 3    | 6   | 15   |
| Fiction Mystery (FICM)          | 100 | 6    | 51  | 157  |
| Fiction New (FICNEW)            | 374 | 367  | 277 | 1018 |
| Fiction Science Fiction (FICSF) | 8   | 1    | 3   | 12   |
| Fiction Western (FICW)          | 18  | 0    | 4   | 22   |
| Genealogy (GENE)                | 0   | 0    | 0   | 0    |
| Genealogy Mag (GMAG)            | 0   | 0    | 0   | 0    |
| Gen. Milroy Coll (GMIL)         | 0   | 0    | 0   | 0    |
| Graphic Novels (GN)             | 76  | 154  | 20  | 250  |
| Hanging Bags (HANG)             | 24  | 7    | 13  | 44   |
| ILL (ILL)                       | 54  | 85   | 39  | 178  |
| Internet (INTR)                 | 778 | 1434 | 417 | 2629 |
| Juv. Audio book (JAUDB)         | 24  | 24   | 27  | 75   |
| Juv. Biography (JBIO)           | 82  | 26   | 2   | 110  |
| Juv. Book on CD (JBCD)          | 0   | 0    | 0   | 0    |
| Juv. Book on Tape (JBKT)        | 0   | 0    | 0   | 0    |
| Juv. Compact Disc (JCD)         | 22  | 39   | 23  | 84   |
| Juvenile Easy (JE)              | 680 | 721  | 415 | 1816 |
| Juv. Easy Non-Fiction (JENF)    | 83  | 67   | 28  | 178  |
| Juv. Easy Reader (JER)          | 386 | 317  | 286 | 989  |
| Juv. Fiction (JFIC)             | 428 | 581  | 279 | 1288 |
| Juv. Holiday (JHOL)             | 144 | 5    | 1   | 150  |
| Juv. Magazine (JMAG)            | 14  | 8    | 19  | 41   |
| Juv. Music Cassette (JMC)       | 0   | 0    | 0   | 0    |
| Juv. Nonfiction (JNF)           | 287 | 379  | 184 | 850  |
| Juv. Nonfic Text Bk (JNFT)      | 0   | 0    | 0   | 0    |
| Juv. Paperback fic (JPBF)       | 0   | 0    | 0   | 0    |
| Juv. Professional Coll. (JPRO)  | 0   | 0    | 0   | 0    |
| Juv. Reference (JREF)           | 3   | 2    | 0   | 5    |
| Juv. Toddler (JTOD)             | 132 | 132  | 127 | 391  |
| Large Print Fiction (LPF)       | 237 | 238  | 90  | 565  |
| Large Print Nonfic (LPNF)       | 13  | 3    | 3   | 19   |
| Magazine (MAG)                  | 650 | 343  | 307 | 1300 |
| Music Cassette (MCAS)           | 0   | 0    | 0   | 0    |
| Non-Fiction 000 (NF000)         | 14  | 10   | 1   | 25   |
| Non-Fiction 100 (NF100)         | 23  | 33   | 11  | 67   |
| Non-Fiction 200 (NF200)         | 23  | 29   | 16  | 68   |
| Non-Fiction 300 (NF300)         | 72  | 51   | 32  | 155  |
| Non-Fiction 400 (NF400)         | 7   | 8    | 0   | 15   |
| Non-Fiction 500 (NF500)         | 17  | 32   | 8   | 57   |
| Non-Fiction 600 (NF600)         | 161 | 193  | 58  | 412  |
| Non-Fiction 700 (NF700)         | 42  | 77   | 28  | 147  |
| Non-Fiction 800 (NF800)         | 22  | 8    | 8   | 38   |
| Non-Fiction 900 (NF900)         | 41  | 67   | 28  | 136  |
| Non-Fiction Blu-Ray (NFBR)      | 0   | 0    | 0   | 0    |
| Non-Fiction DVD (NFDVD)         | 47  | 188  | 113 | 348  |
| Nonfiction (NFIC)               | 0   | 0    | 0   | 0    |
| Nonfiction New (NFNEW)          | 119 | 163  | 78  | 360  |
| Nonfiction VHS (NFVH)           | 0   | 0    | 0   | 0    |
| Oversize (OVER)                 | 1   | 2    | 0   | 3    |
| Professional Coll. (PROF)       | 0   | 4    | 0   | 4    |
| Parent Shelf Juv. Fic (PJF)     | 0   | 0    | 0   | 0    |
| Parent Shelf Juv. NF (PSJNF)    | 1   | 0    | 0   | 1    |



|                            |      |       |      |       |
|----------------------------|------|-------|------|-------|
| Reference (REF)            | 52   | 73    | 49   | 174   |
| Reference Business (REFB)  | 0    | 0     | 0    | 0     |
| Ref. Magazine (RMAG)       | 0    | 0     | 0    | 0     |
| Ready Reference (RRR)      | 0    | 0     | 0    | 0     |
| Reference Software (RSWAR) | 0    | 0     | 0    | 0     |
| Spanish Collection (SPA)   | 6    | 6     | 5    | 17    |
| Software (SWAR)            | 1    | 16    | 1    | 18    |
| Vertical File (VF)         | 0    | 6     | 5    | 11    |
| VHS                        | 0    | 0     | 0    | 0     |
| YA Audio book (YAUDB)      | 2    | 11    | 2    | 15    |
| YA Biography (YAB)         | 8    | 0     | 0    | 8     |
| YA Books on CD (YABKCD)    | 0    | 0     | 2    | 2     |
| YA Books on Tape (YABKT)   | 0    | 0     | 0    | 0     |
| YA Fiction (YAF)           | 136  | 165   | 234  | 535   |
| YA Music CD (YACD)         | 0    | 55    | 0    | 55    |
| YA Nonfiction (YANF)       | 84   | 9     | 12   | 105   |
| YA Paperback Fic (YAPBF)   | 0    | 0     | 0    | 0     |
| Storage (ZSTO)             | 3    | 0     | 2    | 5     |
|                            |      |       |      | 0     |
| Free reads                 | 522  | 302   | 37   | 861   |
| Games/Puzzles              | 21   | 25    | 0    | 46    |
| Talking books              | 0    | 0     | 0    | 0     |
| Assignment Shelf Books     | 0    | 0     | 0    | 0     |
| TOTAL                      | 8683 | 10695 | 6222 | 25600 |

|                                      | DeMotte | Rensselaer | Wheatfield |       |
|--------------------------------------|---------|------------|------------|-------|
| <b>ADULT BOOKS</b>                   |         |            |            |       |
| Fiction                              | 2044    | 1533       | 850        | 4427  |
| Nonfiction                           | 720     | 873        | 384        | 1977  |
| <b>CHILDREN'S BOOKS</b>              |         |            |            |       |
| Fiction                              | 1641    | 1751       | 1107       | 4499  |
| Nonfiction                           | 600     | 479        | 215        | 1294  |
| <b>YA BOOKS</b>                      |         |            |            |       |
| Fiction                              | 212     | 319        | 254        | 785   |
| Nonfiction                           | 92      | 9          | 12         | 113   |
| Magazines, Adult                     | 650     | 343        | 307        | 1300  |
| Magazines, Children                  | 14      | 8          | 19         | 41    |
| Sound Recordings, adult              | 414     | 552        | 314        | 1280  |
| Sound Recordings, ch                 | 70      | 125        | 63         | 258   |
| Online databases                     | 0       | 0          | 0          | 0     |
| Software                             | 1       | 16         | 1          | 18    |
| Vertical file                        | 0       | 6          | 5          | 11    |
| VHS/DVD/Blu-Ray                      | 1360    | 3217       | 2251       | 6828  |
| Equipment                            | 66      | 5          | 23         | 94    |
| Total                                | 7884    | 9236       | 5805       | 22925 |
| <b>A-V Circulation</b>               | 1845    | 3910       | 2629       | 8384  |
| <b>A-V Circulation as % of total</b> | 23.4%   | 42.3%      | 45.3%      | 36.6% |

## October 2015

## DEMOTTE

## WHEATFIELD

| Added<br>Vols. | Withdrew<br>Vols. | <b>Circu-<br/>lation</b> |
|----------------|-------------------|--------------------------|
|----------------|-------------------|--------------------------|

| Added<br>Vols. | Withdrew<br>Vols. | <b>Circu-<br/>lation</b> |
|----------------|-------------------|--------------------------|
|----------------|-------------------|--------------------------|

| Added | Withdrew | Circu- | Total |
|-------|----------|--------|-------|
| Vols. | Vols.    | lation | Circ. |

[illegible]

|                   |     |     |              |    |    |              |     |   |            |              |
|-------------------|-----|-----|--------------|----|----|--------------|-----|---|------------|--------------|
| <b>Fiction</b>    | 157 | 1   | <b>2,044</b> | 97 | 3  | <b>1,533</b> | 112 | 3 | <b>850</b> | <b>4,427</b> |
| <b>Nonfiction</b> | 71  | 183 | <b>720</b>   | 79 | 36 | <b>873</b>   | 38  | 2 | <b>384</b> | <b>1,977</b> |

|                   |    |     |              |    |   |              |    |   |              |              |
|-------------------|----|-----|--------------|----|---|--------------|----|---|--------------|--------------|
| <b>Fiction</b>    | 52 | 0   | <b>1,641</b> | 44 | 1 | <b>1,751</b> | 54 | 2 | <b>1,107</b> | <b>4,499</b> |
| <b>Nonfiction</b> | 2  | 119 | <b>600</b>   | 15 | 0 | <b>479</b>   | 23 | 1 | <b>215</b>   | <b>1,294</b> |

|                   |    |   |            |    |   |            |    |   |            |            |
|-------------------|----|---|------------|----|---|------------|----|---|------------|------------|
| <b>Fiction</b>    | 15 | 1 | <b>212</b> | 22 | 1 | <b>319</b> | 18 | 0 | <b>254</b> | <b>785</b> |
| <b>Nonfiction</b> | 0  | 0 | <b>92</b>  | 1  | 0 | <b>9</b>   | 0  | 0 | <b>12</b>  | <b>113</b> |

|                  |    |   |    |    |
|------------------|----|---|----|----|
| Magazines, Child | 14 | 8 | 19 | 41 |
|------------------|----|---|----|----|

|             |   |
|-------------|---|
| Games, Toys | 0 |
|-------------|---|

|                        |    |   |            |    |   |            |    |   |            |              |
|------------------------|----|---|------------|----|---|------------|----|---|------------|--------------|
| <b>Sound Rec/Adult</b> | 14 | 3 | <b>414</b> | 12 | 0 | <b>552</b> | 19 | 6 | <b>314</b> | <b>1,280</b> |
|------------------------|----|---|------------|----|---|------------|----|---|------------|--------------|

|                        |   |   |    |   |   |     |   |   |    |     |
|------------------------|---|---|----|---|---|-----|---|---|----|-----|
| <b>Sound Rec/Child</b> | 1 | 0 | 70 | 0 | 2 | 125 | 2 | 0 | 63 | 258 |
|------------------------|---|---|----|---|---|-----|---|---|----|-----|

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|                 |   |   |   |   |   |    |   |   |   |    |
|-----------------|---|---|---|---|---|----|---|---|---|----|
| <b>Software</b> | 0 | 0 | 1 | 0 | 0 | 16 | 0 | 0 | 1 | 18 |
|-----------------|---|---|---|---|---|----|---|---|---|----|

|                       |   |   |   |   |   |   |   |   |   |    |
|-----------------------|---|---|---|---|---|---|---|---|---|----|
| <b>Vertical Files</b> | 0 | 0 | 0 | 0 | 0 | 6 | 0 | 0 | 5 | 11 |
|-----------------------|---|---|---|---|---|---|---|---|---|----|

|                       |    |   |       |     |   |       |    |   |       |       |
|-----------------------|----|---|-------|-----|---|-------|----|---|-------|-------|
| <b>VHS/DVD/BluRay</b> | 76 | 1 | 1,360 | 101 | 7 | 3,217 | 72 | 0 | 2,251 | 6,828 |
|-----------------------|----|---|-------|-----|---|-------|----|---|-------|-------|

|           |    |   |    |    |
|-----------|----|---|----|----|
| Equipment | 66 | 5 | 23 | 94 |
|-----------|----|---|----|----|

|              |     |     |              |     |    |              |     |    |              |               |
|--------------|-----|-----|--------------|-----|----|--------------|-----|----|--------------|---------------|
| <b>TOTAL</b> | 388 | 308 | <b>7,884</b> | 371 | 50 | <b>9,236</b> | 338 | 14 | <b>5,805</b> | <b>22,925</b> |
|--------------|-----|-----|--------------|-----|----|--------------|-----|----|--------------|---------------|

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## DEMOTTE

**RENSSELAER**

## WHEATFIELD

|                              |        |        |        |
|------------------------------|--------|--------|--------|
| <b>Total Materials Owned</b> | 78,056 | 75,600 | 57,955 |
|------------------------------|--------|--------|--------|

|                                      |              |               |              |
|--------------------------------------|--------------|---------------|--------------|
| <b>Circulation Increase/Decrease</b> | <b>-9.5%</b> | <b>-10.7%</b> | <b>-5.1%</b> |
|--------------------------------------|--------------|---------------|--------------|

[illegible]

## MONTHLY SYSTEM STATISTICS

2014

2015

% change

|                                    |        |        |       |
|------------------------------------|--------|--------|-------|
| <b>Current month's Circulation</b> | 25,168 | 22,925 | -8.9% |
|------------------------------------|--------|--------|-------|

|                                 |         |         |      |
|---------------------------------|---------|---------|------|
| <b>Jan. to date circulation</b> | 238,602 | 238,654 | 0.0% |
|---------------------------------|---------|---------|------|

| DEMOTTE COLLECTION                                                           |              | RENSSELAER COLLECTION |              | WHEATFIELD COLLECTION |                              |
|------------------------------------------------------------------------------|--------------|-----------------------|--------------|-----------------------|------------------------------|
| Start of Month                                                               | End of Month | Start of Month        | End of Month | Start of Month        | End of Month                 |
| Volumes                                                                      | Volumes      | Volumes               | Volumes      | Volumes               | Volumes                      |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX |              |                       |              |                       |                              |
|                                                                              |              |                       |              |                       | <b>ADULT BOOKS</b>           |
| 20,847                                                                       | 21,003       | 14,731                | 14,825       | 15,971                | 16,080 <b>Fiction</b>        |
| 20,747                                                                       | 20,635       | 21,093                | 21,136       | 10,302                | 10,338 <b>Nonfiction</b>     |
|                                                                              |              |                       |              |                       | <b>CHILDREN'S BKS</b>        |
| 15,304                                                                       | 15,356       | 13,736                | 13,779       | 11,940                | 11,992 <b>Fiction</b>        |
| 8,760                                                                        | 8,643        | 7,159                 | 7,174        | 6,266                 | 6,288 <b>Nonfiction</b>      |
|                                                                              |              |                       |              |                       | <b>YA BOOKS</b>              |
| 2,459                                                                        | 2,473        | 3,171                 | 3,192        | 2,711                 | 2,729 <b>Fiction</b>         |
| 610                                                                          | 610          | 690                   | 691          | 152                   | 152 <b>Nonfiction</b>        |
|                                                                              |              |                       |              |                       | 0 <b>Magazines,Adult</b>     |
|                                                                              |              |                       |              |                       | 0 <b>Magazines, Child</b>    |
| 0                                                                            | 0            | 20                    | 20           | 0                     | 0 <b>Games, Toys</b>         |
| 3,716                                                                        | 3,727        | 4,341                 | 4,353        | 4,289                 | 4,302 <b>Sound Rec/Adult</b> |
| 611                                                                          | 612          | 674                   | 672          | 891                   | 893 <b>Sound Rec/Child</b>   |
| 18                                                                           | 18           | 29                    | 29           | 7                     | 7 <b>Online Databases</b>    |
| 210                                                                          | 210          | 224                   | 224          | -11                   | -11 <b>Software</b>          |
| -60                                                                          | -60          |                       |              | 4                     | 4 <b>Vertical Files</b>      |
| 4,636                                                                        | 4,711        | 9,269                 | 9,363        | 5,052                 | 5,124 <b>VHS/DVD/Blu-ray</b> |
| 118                                                                          | 118          | 142                   | 142          | 57                    | 57 <b>Equipment</b>          |
| 77,976                                                                       | 78,056       | 75,279                | 75,600       | 57,631                | 57,955 <b>TOTAL</b>          |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX |              |                       |              |                       |                              |

# JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

## October 2015

|                                    | DeMotte |      | Rensselaer |      | Wheatfield |      | TOTAL | HOURS<br>SPENT |
|------------------------------------|---------|------|------------|------|------------|------|-------|----------------|
|                                    |         | Hrs. |            | Hrs. |            | Hrs. |       |                |
| INTRALIBRARY LOANS FILLED          | 132     | 29   | 194        | 42   | 283        | 61   | 609   | 132            |
| LOCAL HISTORY                      |         |      |            |      |            |      |       |                |
| In person                          | 4       | 1    | 7          | 2    | 32         | 9    | 43    | 12             |
| Letters written                    | 3       | 3    | 15         | 15   | 0          | 0    | 18    | 18             |
| IN-HOUSE USE - HARDWARE/SOFTWARE   |         |      |            |      |            |      |       |                |
| Internet use-Wired                 | 778     | 32   | 1434       | 60   | 417        | 17   | 2629  | 110            |
| Internet use-Wireless              | 2325    |      | 3410       |      | 1054       |      | 6789  |                |
| Computer software used             | 152     | 13   | 172        | 14   | 72         | 6    | 396   | 33             |
| VCR Use                            | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0              |
| Microforms                         | 0       | 0    | 31         | 4    | 0          | 0    | 31    | 4              |
| CD ROM/Online databases            | 153     | 13   | 187        | 16   | 164        | 14   | 504   | 42             |
| Typewriter use                     | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0              |
| Other equipment used               | 1       | 0    | 12         | 4    | 1          | 0    | 14    | 5              |
| OTHER LIBRARY SERVICES USED        |         |      |            |      |            |      |       |                |
| One-on-One Instruction             | 1       |      | 7          |      | 1          |      | 9     |                |
| Outreach activities                | 53      | 53   | 28         | 19   | 0          | 0    | 81    | 54             |
| Notarized documents                | 10      | 3    | 35         | 9    | 5          | 1    | 50    | 13             |
| Meeting Room Use (no. of group)    | 48      | 16   | 52         | 17   | 38         | 13   | 138   | 46             |
| Study room use                     | 24      | 2    | 49         | 4    | 45         | 4    | 118   | 10             |
| Proctoring                         | 3       | 2    | 2          | 1    | 0          | 0    | 5     | 3              |
| Tax Forms distributed              | 0       | 0    | 4          | 0    | 0          | 0    | 4     | 0              |
| Pull Requests                      | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0              |
| E-books downloaded                 |         |      |            |      |            |      | 1322  |                |
| IN-HOUSE USE ITEMS                 | 151     |      | 288        |      | 76         |      | 515   |                |
| SELF-CHECKOUT USE                  | 192     |      | 739        |      | 352        |      | 1283  |                |
| INTERLIBRARY LOANS                 |         |      |            |      |            |      |       |                |
| Requests made for:                 | 44      | 11   | 117        | 29   | 32         | 8    | 193   | 48             |
| Items rec'd for:                   | 52      | 26   | 73         | 37   | 49         | 25   | 174   | 87             |
| Items requested by other libraries | 0       |      | 0          |      | 0          |      | 0     |                |
| Items supplied to other libraries  | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0              |

## REGISTRATIONS

|                             |      |       |      |       |
|-----------------------------|------|-------|------|-------|
| Total Borrowers             | 8319 | 10788 | 5146 | 24253 |
| Non-resident, paying        | 1    | 0     | 2    | 3     |
| PLAC card users             | 0    | 3     | 1    | 4     |
| Reciprocal borrowers        | 344  | 529   | 146  | 1019  |
| Number of New Patrons Added | 45   | 38    | 13   |       |

## PROGRAMS

| DeMotte | Rensselaer | Wheatfield | TOTAL | HOURS<br>SPENT |
|---------|------------|------------|-------|----------------|
| Hrs.    | Hrs.       | Hrs.       |       |                |

|                                            |            |     |            |     |            |     |             |      |
|--------------------------------------------|------------|-----|------------|-----|------------|-----|-------------|------|
| <b>Programs for all ages</b>               | 1          | 6   | 2          | 12  | 1          | 6   | 4           | 24   |
| <b>Children's Programs (0-13)</b>          | 11         | 66  | 26         | 156 | 11         | 66  | 48          | 288  |
| <b>Number attending</b>                    | 180        |     | 324        |     | 269        |     | 773         |      |
| <b>YA Programs (14-17)</b>                 | 3          | 18  | 2          | 12  | 4          | 24  | 9           | 54   |
| <b>Number attending</b>                    | 33         |     | 48         |     | 49         |     | 130         |      |
| <b>Adult Programs</b>                      | 6          | 36  | 7          | 42  | 0          | 0   | 13          | 78   |
| <b>Number attending</b>                    | 110        |     | 218        |     | 32         |     | 360         |      |
| <b>Senior Citizen Programs</b>             | 11         | 66  | 3          | 18  | 9          | 54  | 23          | 138  |
| <b>Number attending</b>                    | 142        |     | 58         |     | 47         |     | 247         |      |
| <b>Total Number of Programs</b>            | <b>32</b>  | 192 | <b>40</b>  | 240 | <b>25</b>  | 150 | <b>97</b>   | 582  |
| <b>Total Persons Attending</b>             | <b>465</b> |     | <b>648</b> |     | <b>397</b> |     | <b>1510</b> |      |
| <b>Total Attending Same Month Last Yr.</b> | 411        |     | 528        |     | 396        |     | 1335        |      |
| <b>Total Staff Hours Spent</b>             |            | 395 |            | 512 |            | 308 | 1215        | 1198 |
| <b>Total Number of In-House Program</b>    | <b>25</b>  |     | <b>38</b>  |     | <b>22</b>  |     | <b>85</b>   |      |
| <b>Total Attendance</b>                    | <b>366</b> |     | <b>612</b> |     | <b>282</b> |     | <b>1260</b> |      |
| <b>Total Number of Outreach Program</b>    | <b>7</b>   |     | <b>2</b>   |     | <b>3</b>   |     | <b>12</b>   |      |
| <b>Total Attendance</b>                    | <b>99</b>  |     | <b>36</b>  |     | <b>115</b> |     | <b>250</b>  |      |

### CIRCULATION BY PATRON CODE

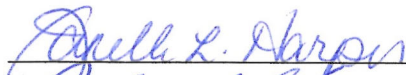
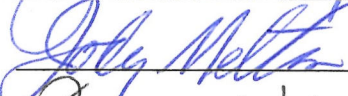
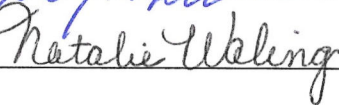
| PATRONS                                   | DeMotte         |               | Rensselaer      |               | Wheatfield      |               | ALL LIBRARIES   |               |
|-------------------------------------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|
|                                           | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total |
| Adult                                     | 5950            | 75.8%         | 5847            | 63.7%         | 3949            | 68.6%         | 15746           | 69.1%         |
| Corporate                                 | 90              | 1.1%          | 48              | 0.5%          | 0               | 0.0%          | 138             | 0.6%          |
| Juvenile 0-11                             | 56              | 0.7%          | 266             | 2.9%          | 43              | 0.7%          | 365             | 1.6%          |
| Juvenile-AV                               | 604             | 7.7%          | 1364            | 14.9%         | 738             | 12.8%         | 2706            | 11.9%         |
| Nonresident No Fee                        | 0               | 0.0%          | 0               | 0.0%          | 8               | 0.1%          | 8               | 0.0%          |
| Nonresident Fee                           | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| PLAC (state library card)                 | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| Reciprocal Adult                          | 253             | 3.2%          | 419             | 4.6%          | 204             | 3.5%          | 876             | 3.8%          |
| Reciprocal Juvenile                       | 3               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 3               | 0.0%          |
| Reciprocal Juvenile AV                    | 0               | 0.0%          | 29              | 0.3%          | 10              | 0.2%          | 39              | 0.2%          |
| Reciprocal YA                             | 0               | 0.0%          | 1               | 0.0%          | 0               | 0.0%          | 1               | 0.0%          |
| Reciprocal YA AV                          | 0               | 0.0%          | 2               | 0.0%          | 0               | 0.0%          | 2               | 0.0%          |
| School                                    | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| School AV                                 | 0               | 0.0%          | 14              | 0.2%          | 0               | 0.0%          | 14              | 0.1%          |
| St. Joseph College                        | 0               | 0.0%          | 106             | 1.2%          | 0               | 0.0%          | 106             | 0.5%          |
| Staff                                     | 607             | 7.7%          | 581             | 6.3%          | 436             | 7.6%          | 1624            | 7.1%          |
| Walking books                             | 114             | 1.5%          | 161             | 1.8%          | 0               | 0.0%          | 275             | 1.2%          |
| YA 12-17                                  | 4               | 0.1%          | 18              | 0.2%          | 14              | 0.2%          | 36              | 3.8%          |
| YA-AV                                     | 172             | 2.2%          | 329             | 3.6%          | 354             | 6.2%          | 855             | 3.8%          |
| <b>Total</b>                              | <b>7853</b>     |               | <b>9185</b>     |               | <b>5756</b>     |               | <b>22794</b>    |               |
| <b>All items borrowed by nonresidents</b> | <b>256</b>      | <b>3.3%</b>   | <b>571</b>      | <b>6.2%</b>   | <b>222</b>      | <b>3.9%</b>   | <b>1049</b>     | <b>4.6%</b>   |

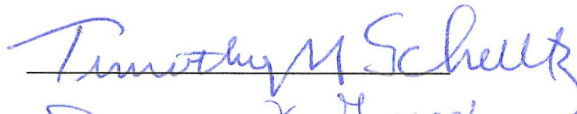
**Salary Ordinance 2015  
Updated 11/9/15**

| <b>Name</b>  | <b>Classification</b> | <b>Hrly Wage</b> | <b>Start Date</b> | <b>Hrs Worked</b> | <b>Library</b> |
|--------------|-----------------------|------------------|-------------------|-------------------|----------------|
| Alyssa Allen | Page                  | \$7.25           | 10/19/15          | 10                | D              |

We have hired Alyssa Allen as DeMotte Page, replacing Sondra Sunday-Stephenson who no longer works for the library.

We have examined and approved the changes to the 2015 Jasper County Public Library Salary Ordinance. Dated 11/9/15.


## Materials Selection Policy

### LIBRARY BILL OF RIGHTS

The Library Bill of Rights, which follows, is as precise and concise a statement of our beliefs as can be found. We have adopted it as a part of our overall selection policy.

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

**The library sets as its major goals in materials selection: to inform, enrich and empower all residents of the library's service district.**

The phrase "library materials" as it occurs in this policy has the widest possible meaning. Included are such materials as books, magazines, movies, audio books, e-books, music and computer software.

Ultimate responsibility for materials selection rests with the Director, who operates within the framework of this selection policy adopted by the Library Board. Actual materials selection is done by librarians and other qualified personnel.

No new format may be added without Board approval.



## BUILDING THE COLLECTION

The collection, taken as a whole, will be an excellent and unbiased source of information and recreation. It will include as wide a selection as possible. Subjects and viewpoints will be covered in sufficient depth to meet anticipated and expressed needs.

Selection of materials by the Library does not mean endorsement of the contents or views expressed in those materials. The collection as a whole will be sufficiently diverse to promote no causes, to further no movements, and to endorse no viewpoints.

### ~~A. By Library~~

~~A special effort is made to adapt each collection to the community which it serves and to keep up with population growth and expanding information needs of the various communities.~~

- ~~1. Rensselaer Headquarters and the DeMotte Library: These libraries will provide well rounded collections of reference and circulating materials for use by the public, including the more specialized reference and bibliographic aids for the system.~~
- ~~2. Wheatfield Library: The Wheatfield Library will make available materials that will satisfy the general and frequent needs of its community. Selection is not limited to materials purchased for the other libraries.~~
- ~~3. Specialized Collections: To more economically use library funds, each library will be responsible for providing more in depth materials and staff expertise in using those materials in certain fields. Staff in that library will then provide needed information in those fields to patrons at any library in the system.~~

~~The Rensselaer Library will be responsible for providing in depth collections and expertise in the areas of Business and Grants. The DeMotte Library will be responsible for providing in depth collections and expertise in the areas of law and biographical reference. The Wheatfield Library will be responsible for providing the in depth collection and expertise in the area of health.~~

### B. By Age Group

1. Adult: Selection must be as broad in scope as the interests and needs of the community. Besides aiming at variety and depth, it must recognize a wide range of reading ability and taste.
2. Young Adult: Each library will maintain a collection for young people aged approximately 11-17. This collection is intended primarily as a bridge between children and adult collections. Some titles appear in both the adult and young adult collections or in the children's and young adult collections.

3. Juvenile: This collection will endeavor to satisfy the informational, recreational, and cultural reading interests and needs of children from birth to age 12.

### CRITERIA FOR SELECTION

All acquisitions, whether purchased or donated, will be selected in accordance with one or more of the following criteria:

- Critical reviews and information in professional selection aids
- Effectiveness of style, format and content for intended audience
- Need for breadth and diversity of viewpoints and subjects within the collection
- Relation to existing collection and other materials on the subject
- Reputation and significance of author, publisher, composer and/or artist
- Patron interest
- Cost
- Contemporary significance or permanent value
- Format

The Library recognizes that many materials are controversial and that any given item may offend some patrons. The choice of library materials by users is an individual matter. A person may reject certain items for himself/herself or for his/her family, but he/she does not have the right to restrict access to these materials by others. Selection will not be made on the basis of any anticipated approval or disapproval, but on the merits of the work as it relates to the criteria listed.

The library cannot limit its selection to materials suitable for children and adolescents, but must consider its adult audience; therefore, some materials may be deemed by parents as inappropriate for their children. Since parents' feelings differ and children of the same age differ greatly in levels of maturity, the library will not act as judge of what materials a child is mature enough to borrow. This responsibility must remain with the parent.

### LOCAL HISTORY

The Jasper County Public Library recognizes the need to collect materials pertaining to the history and past residents of Jasper County.

The Rensselaer, DeMotte and Wheatfield Libraries will collect and retain a copy of all written and photographic materials reasonably available pertaining to the specific communities within which those branches are located. These materials should include oral and written histories of community families. In most cases, the Library is not able to accept clothing and other such historical memorabilia.

The Rensselaer Library is charged with maintaining a specialized genealogy and local history collection concerning Jasper County and the State of Indiana. The DeMotte Library will collect and retain a copy of all materials reasonably available pertaining to the history of the Kankakee Valley area.

### GIFTS

Gifts are accepted subject to the following limitations:

1. The Library retains the right to accept or reject any gift.
2. The Library retains the unconditional ownership of the gift.
3. The Library makes the final decision on its use or other disposition of the gift.
4. The Library reserves the right to decide the conditions of display, housing and access to the materials.

### COMPLAINTS

Complaints concerning specific materials in the collection should be discussed with the appropriate department or Agency Librarian, and/or Director. If a satisfactory resolution is not reached, the patron may make a written complaint using a Request for Reconsideration Form which will be reviewed by a staff committee appointed by the Director. The patron will be notified when the committee has made a determination.

If requested, the decision of the committee may be referred to the Library Board who will determine if Library policy has been followed.

### COLLECTION MAINTENANCE

Except in the area of local history, JCPL is not a library of historical record. Therefore, to ensure a vital and useful collection, materials no longer useful to the library system will be disposed of according to good library practice and retention schedules.

### USE OF LIBRARY MATERIALS

Library materials are not marked or identified to show approval or disapproval of the contents, and no book or other item is sequestered except for the purposes of protection from injury or theft.

Adopted June 18, 1948. Amended 2/61, 6/67, and 1/80 by the ALA Council  
Policy revised 11/96, 11/99; 11/01; 11/03; 11/09; 11/11; 11/13; 11/15

## Circulation Policy

### Library Cards

No library materials (including Overdrive) may be borrowed from the JCPL libraries unless the person has a library card in good standing (no long overdue items, no fines above \$5, card not expired). This does not apply to web based materials.

Persons who reside or pay property taxes on property in the JCPL library district, which includes all of Jasper County except for Carpenter Township/Remington, are eligible for free Jasper County Public Library cards.

Students attending a public or private school in the library district are eligible for free one-year JCPL cards with full borrowing privileges. St. Joseph's College students are eligible for free one-year JCPL cards with full borrowing privileges.

Temporary residents are eligible for a free family card. They must submit their permanent and temporary addresses, with proof, if proof is available. A family may have only one card and may have only five items checked out at any one time. Card will expire after 90 days but is subject to renewal.

Persons living outside the JCPL district may apply for a free JCPL card with full borrowing privileges as a Reciprocal Borrower upon showing a valid resident library card from a library which participates in the Reciprocal Borrowing Program or upon showing a valid PLAC card. Interlibrary loans must be processed at a patron's home library. Reciprocal cards must be renewed annually.

An annual fee is assessed for other out-of-county residents who do not pay property taxes or attend school in Jasper County, but wish to have full library privileges. This fee is the same for children and adults, and is NOT waived for Senior Citizens.

The signature of a parent (biological, foster, step) or legal guardian is required before a borrower's card can be issued to an applicant under the age of 18. Because this signature indicates a willingness to be responsible for a child's borrowed materials, a card will not be issued to a child if the parent or legal guardian's borrowing privileges have been blocked. ~~If a child's card incurs \$5 or more in fines and/or fees, the Responsible Party's card will be blocked (if the Responsible Party has their own card. They are not required to have their own card). Block will be removed when all cards associated with the Responsible Party are in good standing.~~

A corporation existing within the JCPL district may obtain a card with full borrowing privileges for its employees and/or residents. The corporation then becomes responsible for materials borrowed on its card. Application must be completed and signed by the head of the corporation or the person authorized to take responsibility for charges incurred if materials are not returned or are overdue.

Library cards do have expiration dates. ~~Patrons will be required to pay card balance in full when card is renewed and buy a replacement card if card has been lost. Balance must return to zero at this time. One one-month grace checkout will be allowed when patron is unable to pay balance in full at time of card renewal.~~ Patrons in collections are not allowed to renew or purchase a card until their account has a zero balance ~~is in good standing.~~

### **Library Hours**

DeMotte: Mon, Tues, Th: 9 AM - 8 PM  
Wed: 9 AM - 6 PM  
Fri, Sat: 9 AM - 5 PM

Rensselaer: Mon-Th: 9 AM - 8 PM  
Fri, Sat: 9 AM - 5 PM  
Wheatfield: Mon, Wed, Th.: 9:30 AM - 5:30 PM  
Tues: 9:30 AM - 8 PM  
Fri, Sat: 9 AM - 5 PM

### **Loan Periods**

|                                       |                                       |
|---------------------------------------|---------------------------------------|
| Circulating computer software:        | 3 weeks, with one renewal             |
| Blu-ray/DVD's and VHS, nonfiction     | 3 weeks, with one renewal             |
| Blu-ray/DVD's and VHS, entertainment: | 3 days, with no renewal               |
| Express Books:                        | 1 week, with no renewal               |
| Newspapers                            | 2 days                                |
| All other materials:                  | 3 weeks                               |
| Equipment for loan:                   | 1 day (longer by special arrangement) |
| Computer software:                    | in house use only                     |
| VCR/DVD player:                       | in house use only                     |
| E-devices                             | in house use only                     |

All materials except entertainment Blu-ray, entertainment DVDs, entertainment VHS, and Express Books may be renewed for one additional loan period. If an item is on hold for another patron or on short term loan for a period of time, it may not be renewed.

Books may be borrowed for an extended loan period of 6 weeks (with no renewals) by special arrangement. If a patron has an extended loan item which has been in his/her possession longer than 3 weeks, s/he will be expected to return the item within 3 days after notification that the item has a hold request from another patron.

Entertainment Blu-ray, DVD's and/or VHS for classroom use may be checked out for a one week loan period.

### **Loan Limits**

Blu-ray, VHS/DVDS: 3 entertainment Blu-rays, 3 nonfiction Blu-rays, 3 entertainment DVDs, 3 entertainment VHS, 3 nonfiction VHS, and 3 nonfiction DVD's per adult card. Persons 17 and under may borrow Blu-ray, VHS/DVD's with signed parental permission form.

Circulating computer software: no limit per borrower's card.

Short term loan materials: On some occasions, materials are put on short term loan so that all students in a class have access to the resources.

CD's: 10 adult cds, 10 YA cds, and 10 jcds per borrower's card (multiple CD sets count as one item)

All other materials: Unlimited loan

## Fines and Fees

May only be paid in US currency. Fines do not accrue on days the library is closed. Fines will never exceed the original cost of the overdue item.

|                           |                                        |                                                                        |
|---------------------------|----------------------------------------|------------------------------------------------------------------------|
| <u>Overdue materials:</u> | Adult/YA Items:                        | \$ .10 per day per item                                                |
|                           | Juvenile items                         | \$ .05 per day per item                                                |
|                           | Express Books & Blu-ray, VHS and DVDs: | \$1.00 per day per item                                                |
|                           | Vertical file:                         | \$ .10 per vertical file heading per day<br>(up to \$1.00 per heading) |

|                                                             |                                                 |
|-------------------------------------------------------------|-------------------------------------------------|
| <u>Overdue materials referred<br/>to collection agency:</u> | \$10.00 per borrower plus overdue<br>fines/fees |
|-------------------------------------------------------------|-------------------------------------------------|

Regarding ILL items, lost or returned damaged, the loaning library determines the fees patrons will pay.

Equipment Loans: \$2.00 per day; \$10.00 deposit  
(exception-LCD projector \$10/day with \$100 deposit) refunded when material is returned undamaged

Lost Book Original retail cost of item plus \$5.00 processing fee

Transparent Language Original retail cost of item plus \$10.00 processing fee

Lost case- Blu-ray, VHS, DVD, CD, Playaway, or computer software:

\$2.50 per case (this includes processing fee)

Lost case – Audio book/Playaway View: \$6 per case (this includes processing fee)

Lost audiobook/Playaway/Playaway Views: Original retail cost of item plus \$10 processing fee

Lost or damaged pamphlets: \$1.00 per item plus \$1.00 processing fee

Lost or damaged computer software: Original retail cost of item plus \$10.00 processing fee

Lost or damaged computer software

user's guide, notebook: \$5.00 for first item, \$10 for more than 1 item

Lost or damaged magazine: \$5.00 plus \$3.00 processing fee

Other lost or damaged materials: Original retail cost of item plus \$5.00 processing fee.

Lost or damaged hanging bag: \$5.00 per item (this includes processing fee)

Lost or damaged bar code \$ .10

Lost or damaged Playaway Battery Cover: \$1.50 (this includes processing fee)

Lost or damaged Playaway View Charging Cord: \$15 (there is no processing fee)

In cases where the original cost of an item cannot be determined, the patron will be charged the processing fee plus an item cost according to the following schedule:

\$20.00 all hardback books, Blu-ray, VHS, DVDs, CDs

\$8.00 all paperbacks

\$1.00 all vertical file items, newspapers

\$25.00 computer software

\$40.00 audiobooks

\$50.00 Playaways

\$100.00 Playaway Views

Patrons will be blocked from borrowing materials when overdue fines have accumulated to \$5.00 or when a borrowed item becomes 8 weeks overdue.

Lost or damaged borrower's card: \$2.00

FAX fees:

Fax of library materials sent by one branch to another at a patron's request:

First 5 pages free; 15 cents for each additional page

Fax of library materials to patron's home or business: 15 cents per page

Photocopy Fees:

Customer-operated copiers

10 cents per single side

20 cents double side

Staff-operated copiers

20 cents single side

40 cents double side

Transparencies:

40 cents each

Fines and fees continued-

Printing Fees:

Public Computer Workstations

10 cents per page per side

Microfilm/Genealogy Workstations

10 cents per page per side

Personal Devices

10 cents per page per side

Items Available For Patron Purchase (selling price will be indicated on the item and applicable taxes apply):

Flash Drives

Rewriteable Disks

Earbuds

Credit Balances: Patrons may **not** carry a credit balance on their account.

**Other Circulation Services**

Hold materials: All circulating materials may be held for patrons, except entertainment Blu-ray, VHS/DVD's and Express Books. Entertainment Blu-ray, VHS/DVDs will only be held for teachers using them in educational settings, and for groups needing a video for a particular date. Library staff can also place a reserve for a patron on a Blu-ray, VHS/DVD currently on the shelves of another branch. Staff may also place a reserve on non-fiction Blu-ray, VHS/DVD currently checked out.

Walking books program: Library staff or volunteers will bring books and other library materials to homebound individuals, those who are unable to visit the library. See Walking Books Policy.

Intralibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries within the JCPL system district.

Interlibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries across the country when necessary. Reciprocal borrowers and PLAC users must request ILL from their home libraries.

Talking books program: A collection of talking books and the equipment with which to use them is available for patrons through the Indiana State Library.

7/96; revised 11/15



# PEOPLE COUNT WEEK: WEEK OF OCTOBER 12-17, 2015

| Year | Persons Entering Building |      |      | Materials Used |     |     | Copies Made for Patrons |    |    | CD-ROM/Internet/OPAC Use |      |     | Directional Questions |     |     |           |     |     | Reference Questions |     |    |           |     |     |
|------|---------------------------|------|------|----------------|-----|-----|-------------------------|----|----|--------------------------|------|-----|-----------------------|-----|-----|-----------|-----|-----|---------------------|-----|----|-----------|-----|-----|
|      |                           |      |      |                |     |     |                         |    |    |                          |      |     | Phone                 |     |     | In-Person |     |     | Phone               |     |    | In-Person |     |     |
|      | D                         | R    | W    | D              | R   | W   | D                       | R  | W  | D                        | R    | W   | D                     | R   | W   | D         | R   | W   | D                   | R   | W  | D         | R   | W   |
| 2015 | 1314                      | 1657 | 1098 | 65             | 252 | 70  | 18                      | 85 | 3  | 772                      | 1150 | 401 | 101                   | 105 | 66  | 213       | 160 | 138 | 46                  | 121 | 19 | 140       | 311 | 56  |
| 2014 | 1306                      | 2309 | 1080 | 87             | 218 | 170 | 19                      | 11 | 7  | 641                      | 1135 | 383 | 107                   | 101 | 77  | 248       | 142 | 232 | 51                  | 128 | 28 | 121       | 420 | 76  |
| 2013 | 1338                      | 2044 | 1242 | 101            | 376 | 193 | 17                      | 10 | 5  | 487                      | 915  | 322 | 80                    | 123 | 69  | 187       | 189 | 209 | 33                  | 104 | 32 | 128       | 268 | 59  |
| 2012 | 1409                      | 2130 | 2037 | 104            | 155 | 308 | 11                      | 49 | 0  | 319                      | 446  | 195 | 55                    | 84  | 103 | 167       | 136 | 225 | 48                  | 115 | 42 | 79        | 176 | 95  |
| 2011 | 1459                      | 1892 | 1188 | 116            | 116 | 142 | 18                      | 53 | 4  | 294                      | 508  | 241 | 149                   | 97  | 71  | 252       | 112 | 184 | 36                  | 102 | 21 | 146       | 215 | 96  |
| 2010 | 1703                      | 2143 | 1317 | 494            | 534 | 357 | 14                      | 12 | 10 | 398                      | 615  | 326 | 149                   | 161 | 84  | 214       | 161 | 255 | 30                  | 94  | 29 | 131       | 268 | 92  |
| 2009 | 1647                      | 2226 | 1248 | 304            | 157 | 228 | 7                       | 10 | 24 | 454                      | 856  | 67  | 91                    | 112 | 75  | 155       | 144 | 266 | 22                  | 99  | 29 | 96        | 178 | 100 |

D R W

Total number:

Monthly Equivalents

|      |      |      |      |
|------|------|------|------|
| 2015 | 2669 | 3841 | 1851 |
| 2014 | 2580 | 4464 | 2053 |
| 2013 | 2371 | 4029 | 2131 |
| 2012 | 2192 | 3291 | 3005 |
| 2011 | 2470 | 3095 | 1947 |
| 2010 | 3133 | 3988 | 2470 |
| 2009 | 2776 | 3782 | 2037 |

## REFERENCE QUESTIONS

|                         | D    | R    | W    |
|-------------------------|------|------|------|
| Telephone: Directional  | 437  | 455  | 286  |
| Telephone: Reference    | 199  | 524  | 82   |
| In-person: Directional  | 922  | 693  | 598  |
| In-person: Reference    | 606  | 524  | 242  |
| Total                   | 2164 | 2196 | 1208 |
| COPIES MADE FOR PATRONS | 78   | 368  | 13   |

R 20

**Director's Report  
October 2015**

**Consent Agenda:**

You will be approving the minutes of the October Board meeting, bills, and financial reports.

**Salary Ordinance Update:** There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

**Policies for Review:** Three policies are up for review in November – Materials Selection Policy, Circulation Policy, and Indemnification Policy. No revisions are recommended to the Indemnification Policy. Revisions are recommended to the Materials Selection Policy and the Circulation Policy. We have removed the 'By Library' section of the Materials Selection Policy because we simply do not approach collection development this way. Each library has a well rounded collection that supports community need. We readily share what we have between libraries. We have made several changes to the Circulation Policy. The most significant change occurs on the first page. Last year our Automated System offered us the option of linking the library cards of family members through a responsible party feature. We thought this would be a wonderful way to encourage parents to pay off fines on their children's cards and be a bit more responsible about returning items on time. After one year we have concluded that this responsible party requirement has really been more trouble than it is worth as patrons are stopped from borrowing due to fines on some family member cards. This leads to long and aggravating conversations for patrons and staff. There is little financial gain, and the rule often generates ill will, so we recommend removing the language. Additionally, we tried to encourage people with small fines to pay them off at card renewal time. This also became a hassle as patrons do not have funds with them to pay and have to remember to pay next time and then don't have money with them on that visit either. We think this 'rule' discourages materials checkout and is frustrating to patrons. We want to let it go. We have added the phrase 'fines do not accrue on days the library is closed' because this is a true statement but really wasn't recorded anywhere. We added an item to the lost or damaged list that was previously not listed and stumped staff when patrons needed to pay for it (the charging cord). Other revisions were to clarify language that was confusing to staff. **Please see R 10 and R 15. If you approve the Consent Agenda items, you will approve revising the Materials Selection Policy and Circulation Policy as presented.**

### **General Business:**

Technical Services Librarian & Systems Administrator Annual Reports: Rebecca Amalong and Sheila Maxwell will present their annual reports at the November Board meeting.

Dental Insurance: As I write this report, our rates for Dental Insurance have not yet arrived. We expect them any day. I will bring this information to our November Board meeting for your review.

2016 Slate of Officers: The Nominating Committee will present a slate of officers for 2016. Elections will be held at the December Board meeting.

Year-End Board Meeting: We need to establish a date/time for our year end board meeting. To allow the business office time to wrap up our final bill pay and year-end paperwork, we suggest holding the meeting on Tuesday, December 29, 2015. What time shall we meet? Who is able to attend? We need at least 4 board members for a quorum.

### **Director's Report:**

We received a copy of the 2014 Indiana Public Library Annual Report and were pleased to find our library featured in the Libraries Positively Impact Hoosiers section. We have over 200 public libraries in Indiana and only eleven libraries were featured in this section! I think this is exciting! I will bring a copy for your review.

Jennifer Ousley, PE teacher for Rensselaer Schools, contacted me at the beginning of October about her Run for FUNds Initiative. As a physical fitness activity, her students will run in February and raise money for local organizations at the same time. Jennifer sees this as a great way for students to get fit, give back to their community, and learn about the various valuable organizations that exist in their community. All funds raised will pass through the Jasper Foundation and on to local recipients. In early October Jennifer was just getting this program off the ground and had yet to meet with her school superintendent about the project. We are pleased she thought of us!

"Secrets We Keep" was the theme for the 2015 Books to Bridge the Region reading initiative. Throughout October residents of all ages through Northwest Indiana were invited to read selected titles and share their reading experiences with one another in books discussions and at related programs. We participated in this initiative. Selected titles were *The Supremes at Earl's All-You-Can-Eat* by Edward Kelsey Moore, *The Secret Tree* by Natalie Standiford, and *Henry's Freedom Box* by Ellen Levine.

In October we did our annual People Count. One week each year we count the number of people who enter our buildings and the services they use. I have included a People Count Summary Report in your packet. Please see R 20.

*To inform, enrich, and empower our diverse community.*

Wheatfield Library has an electronic people counter, installed when the new library was built. Rensselaer and DeMotte Libraries have always used volunteers (and sometimes staff) to count people. We have just purchased electronic people counters for both DeMotte and Rensselaer Libraries. This will make our counting much easier beginning in 2016.

Janice, Natalie, Rayann, and I attended a NILBA dinner October 29 at the Silver Spoon in Valparaiso. Presentations included a legislative update from ILF Legislative Committee Chairman, Jos Holman, and an overview of Public Access Laws from Luke Britt, Public Access Counselor. The Public Access presentation provided board members with the opportunity to review their legal responsibilities to uphold Indiana's Open Door Law. I co-chaired this event with MacKenzie Ledley, Director of the Pulaski County Public Library. 62 people attended!

Next year Indiana will celebrate its Bicentennial. We have been discussing the ways that JCPL will commemorate our State's Birthday. We have many wonderful ideas, and we will kick off the celebrating with a food event at each of our libraries on December 11, 2015. At Rensselaer Library you may enjoy a piece of Indiana shaped cake, and at DeMotte and Wheatfield you may enjoy an Indiana shaped cookie. You will be hearing more about our plans in upcoming months.

I will be attending a two day retreat/board meeting for the Midwest Collaborative for Library Services (MCLS) November 5-6. Jasper County Public Library is a member of this collaborative that serves public, academic, and special libraries in Michigan and Indiana. MCLS provides access to information resources and technological tools needed to meet the entertainment, education, and research needs of library users and training on technology and current trends affecting libraries. For example, many of our databases are purchased through MCLS which provides a discount for us. I enjoy serving on this board as it helps me to stay apprised of needs and trends across libraries and state lines. It is very energizing and empowering and adds to my job knowledge, and hopefully helps me to be a better leader. I am currently serving as Vice Chair on this Board.

### **System Administrator News**

Sheila viewed a webinar, What's New for E-Rate in 2016, and made end-of-year purchases. She installed monitors and HDMI/Display port converter on VHS to DVD converters at each branch, organized 2014 replacement pc documentation, began documenting new 2015 replacement pcs, and organized the server room.

The DeMotte server is in need of more hard drive space as it acts as a back-up for the Rensselaer server. Four new hard drives have been purchased and will be installed next week. 16 Service Requests opened and 18 Service Requests closed. We logged 8 new finds for the Rensselaer Geocache. Busy month for the Geocache!

## Technical Services News

Becky and Mary attended TLCU in Charleston SC.

Becky shares, "It was a great conference, and we both came back with ideas to improve our department. We learned about the new Cataloging product that TLC is developing. We are both really excited about it. Mary even volunteered to be an early adopter of this new product, so that we can have some input into how it is developed. It was the best conference either of has been to; every session we attended pertained to things we deal with on a daily basis."

Mary shares, "I want to thank everyone for the chance to attend the TLCU conference in South Carolina. It was an awesome conference and I learned so much. One of the best things we learned about was the new cataloging module set to come out in 2016. It will make the process of cataloging much faster as it will put everything into a "form letter" type of document. A cataloger will fill out this document and the computer will flip it to MARC. It will also have a MARC button so you can check to make sure the sections are filled in correctly and a PAC view so you can see how it is going to display to the public. All of this will make cataloging more efficient. They had many shortcuts for Reports and showed us how the new Authority service will be set up. I also learned a lot about the LS2 staff Circ module. This conference was so informative and a big plus was the networking with other catalogers throughout the U.S. who were in attendance. I ended the day everyday exhausted from all we learned. I am so excited to put what I learned to use and for the new cataloging module to come out. Thank you all again for this awesome learning experience."

## DeMotte Library News

Debbie reports, "99 in attendance for our special music program with Jim Bulanda! Wow! Very excited about the attendance and great program!! Jim crooned Sinatra, Dean Martin, Tony Bennett and others. Attendees were delighted and asked for more programs of this nature for the future."

She continues, "Karla contacted one of our patrons, Del Cleek, and asked if she would present a 20 minute program for Afternoon Adventure Club with her "Special Activities" dogs. This presentation included what the owners and dogs need to do to become certified. The series "Puppy Place" written by Ellen Miles was the theme for Afternoon Adventure Club. Honey and Shadow were the highlighted books from this series. Adopt a Shelter Dog Month was in October so this fact was stressed. Karl also contacted Del Cleek to present a 30-40 minute program for "Home School Happenings" on the same subject of which she gladly donated her time once again. For both of these programs, craft bandanas were purchased for the kids to decorate to give to Jasper County Animal Shelter when dogs have found their "furever" home."

*To inform, enrich, and empower our diverse community.*

Additionally, she reports, "Overheard one patron commenting to another patron at the circulation desk on October 12<sup>th</sup>: "This is a great library. They are very nice people here".

### **Rensselaer Library News**

Rensselaer maintenance man, Dan, changed out the circ desk countertops, switching the ones under computers for the ones where the items sliding across has disintegrated the laminate. This looks GREAT and was a clever way to address a worn out circ desk countertop.

Linda reports, "The Fall Festival was held again this year. The weather was warm but overcast. We had ~233 people attend, a little up from last year. Once again the SJC men's basketball team and coaches, library staff, and members of the Friend's group helped man the festival areas. The cake walk was by donation only (jug) in order to remain in good standing with IN law regarding gambling. We had a good selection of items, 3 book carts were full of baked goods, 63 items. We held our 4<sup>th</sup> annual Silent Cake Auction on the day of the Fall Festival, with 9 specialty cakes receiving great bids! This continues to garner a lot of interest. We had many generous donations from our business community; including Wal-Mart, Save-a-lot, Stracks, and the Friends."

### **Wheatfield Library News**

Evie reports, "We had a variety of programs including computer/tablet instruction courses, book discussions, ...movie, health screenings, school visits... We held a food drive and "party" to celebrate the 10<sup>th</sup> birthday/anniversary of the "new" Wheatfield Library... <we>had some nice publicity in the KV Post News!"

Rachael reports, "I celebrated Books to Bridge by doing a book discussion for grades 2-5 on the chosen book, *The Secret Tree* – a book that the Friends graciously bought 10 copies, so that after the discussion we could reward those kids by giving them that book – a nice surprise for them... We finished up with full Story Times. We celebrated Teen Read week with a visit from local author Alex Steinberg who spoke about his book, his writing, and signed books for sale. We also held a drawing that week when teens checked out books/magazines/audio books.

***Please contact me if you are unable to attend the November Board meeting or if you have any questions about materials in your packet.-Patty***



## JCPL FINANCIAL STATEMENT

October 31, 2015

|                                         | <u>Beginning<br/>2015<br/>Balance</u> | <u>Current<br/>Month<br/>Disbursements</u> | <u>Y-T-D<br/>Disbursements</u> | <u>Current<br/>Month<br/>Receipts</u> | <u>Y-T-D<br/>Receipts</u> | <u>Ending<br/>Balance</u> |
|-----------------------------------------|---------------------------------------|--------------------------------------------|--------------------------------|---------------------------------------|---------------------------|---------------------------|
| Operating Fund                          | \$623,237.03                          | \$191,075.41                               | \$1,864,644.60                 | \$79,210.07                           | \$1,504,771.13            | \$263,363.56              |
| Public Library Access Card Fund         | \$50.00                               | \$0.00                                     | \$50.00                        | \$0.00                                | \$0.00                    | \$0.00                    |
| Gift Fund                               | \$9,969.20                            | \$987.87                                   | \$12,499.38                    | \$430.00                              | \$12,451.49               | \$9,921.31                |
| DeMotte                                 | \$2,381.86                            | \$188.33                                   | \$3,883.98                     | \$325.00                              | \$4,821.36                | \$3,319.24                |
| Rensselaer                              | \$5,613.14                            | \$693.24                                   | \$6,318.25                     | \$5.00                                | \$4,688.82                | \$3,983.71                |
| Wheatfield                              | \$1,974.20                            | \$106.30                                   | \$2,297.15                     | \$100.00                              | \$2,941.31                | \$2,618.36                |
| Library Improvement Reserve Fund        | \$199,707.47                          | \$0.00                                     | \$25,192.00                    | \$14.36                               | \$156.82                  | \$174,672.29              |
| Bond & Interest Redemption Fund         | \$175,352.75                          | \$0.00                                     | \$327,007.50                   | \$0.00                                | \$172,702.65              | \$21,047.90               |
| Rainy Day Fund                          | \$308,914.76                          | \$0.00                                     | \$0.00                         | \$0.00                                | \$2,098.45                | \$311,013.21              |
| Includes Investments of: \$275,000.00   |                                       |                                            |                                |                                       |                           |                           |
| State Technology Fund Grant Fund        | \$0.00                                | \$0.00                                     | \$9,733.00                     | \$0.00                                | \$9,733.00                | \$0.00                    |
| Capital Projects Fund                   | \$1,269,492.71                        | \$0.00                                     | \$0.00                         | \$4.44                                | \$9,487.90                | \$1,278,980.61            |
| Includes Investments of: \$1,225,000.00 |                                       |                                            |                                |                                       |                           |                           |
| Host/Hospitality Fund                   | \$0.00                                | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$0.00                    |
| Levy Excess Fund                        | \$8,497.60                            | \$0.00                                     | \$8,399.00                     | \$0.00                                | \$0.00                    | \$98.60                   |
| Sales Tax                               | \$127.05                              | \$0.00                                     | \$128.00                       | \$10.95                               | \$138.78                  | \$137.83                  |
| Construction Fund                       | \$0.00                                | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$0.00                    |
| Petty Cash Funds                        | \$120.00                              | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$120.00                  |
| Cash Change Fund                        | \$150.00                              | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$150.00                  |
| Insurance Refund Fund                   | \$0.00                                | \$0.00                                     | \$192.88                       | \$0.00                                | \$192.88                  | \$0.00                    |
| Insurance Settlement Fund               | \$12,301.81                           | \$1,678.00                                 | \$6,858.83                     | \$0.00                                | \$7,465.94                | \$12,908.92               |
| Payroll Withholding Accts.              |                                       |                                            |                                |                                       |                           |                           |
| FIT Tax Collected                       | \$0.00                                | \$7,926.41                                 | \$77,487.82                    | \$7,926.41                            | \$77,487.82               | \$0.00                    |
| FICA Tax Collected                      | \$0.00                                | \$7,510.27                                 | \$73,392.64                    | \$7,510.27                            | \$73,392.64               | \$0.00                    |
| State Tax Collected                     | \$3,176.93                            | \$3,591.50                                 | \$34,238.74                    | \$3,567.85                            | \$34,629.61               | \$3,567.80                |
| County Tax Collected                    | \$2,485.61                            | \$2,808.26                                 | \$26,917.02                    | \$2,787.16                            | \$27,218.62               | \$2,787.21                |
| Deferred Comp.                          | \$0.00                                | \$2,010.00                                 | \$19,620.00                    | \$2,010.00                            | \$19,620.00               | \$0.00                    |
| #125 Pre-tax Plan                       | \$5.76                                | \$3,162.25                                 | \$30,749.80                    | \$3,162.24                            | \$30,744.81               | \$0.77                    |
| Employee Life Insur.                    | \$0.72                                | \$217.92                                   | \$2,185.92                     | \$217.92                              | \$2,185.20                | \$0.00                    |
| Employee INPRS                          | \$0.00                                | \$3,008.75                                 | \$29,570.23                    | \$3,008.75                            | \$29,570.23               | \$0.00                    |
| Garnishments                            | \$0.00                                | \$0.00                                     | \$108.00                       | \$0.00                                | \$108.00                  | \$0.00                    |
| Credit Union                            | \$0.00                                | \$0.00                                     | \$43.28                        | \$0.00                                | \$43.28                   | \$0.00                    |
| EIC                                     | \$0.00                                | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$0.00                    |
| TOTAL ALL FUNDS.....                    | \$2,613,589.40                        | \$223,976.64                               | \$2,549,018.64                 | \$109,860.42                          | \$2,014,199.25            | \$2,078,770.01            |



**Bank Balances****Jasper County Public Library****Report as of: 10/31/15**

| <b>Bank</b> |                                    |              |
|-------------|------------------------------------|--------------|
| 1           | Alliance Bank                      | \$551,808.40 |
| 2           | Demotte State Bank                 | \$14,808.62  |
| 4           | PNC Bank                           | \$11,882.99  |
| 5           | Cash On Hand                       | \$270.00     |
| 9           | Fifth Third Bank CD#002-0668762355 | \$0.00       |
| 10          | Fifth Third Bank CD#002-0668762363 | \$0.00       |
| 6           | Fifth Third Bank CD#002-0668786509 | \$0.00       |
| 3           | CD#002-0668943762 Fifth Third Bank | \$500,000.00 |
| 7           | CD#002-0668943754 Fifth Third Bank | \$275,000.00 |
| 8           | CD#002-0668943770 Fifth Third Bank | \$725,000.00 |

**Total all banks = \$2,078,770.01**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

# Appropriation Report for 100 OPERATING FUND

## Jasper County Public Library

Report Date: From 10/1/15 To 10/31/15

| Account # Description               | Annual Appropriation  | Change to Appropriation | Current Appropriation | Disbursements This Month | Disbursements YTD     | Balance             | Percent     |
|-------------------------------------|-----------------------|-------------------------|-----------------------|--------------------------|-----------------------|---------------------|-------------|
| <i>1. Personal Services</i>         |                       |                         |                       |                          |                       |                     |             |
| 1.11 SALARY OF LIBRARIAN            | \$65,582.00           | \$0.00                  | \$65,582.00           | \$5,465.20               | \$54,572.27           | \$11,009.73         | 83.2        |
| 1.12 SALARY OF ASSISTANTS           | \$1,082,897.00        | \$0.00                  | \$1,082,897.00        | \$88,657.07              | \$873,140.66          | \$209,756.34        | 80.6        |
| 1.13 WAGES OF JANITORS              | \$68,692.00           | \$0.00                  | \$68,692.00           | \$6,924.71               | \$59,335.29           | \$9,356.71          | 86.4        |
| 1.21 EMPLOYER'S SHARE-FICA          | \$93,114.00           | \$0.00                  | \$93,114.00           | \$7,510.28               | \$73,392.59           | \$19,721.41         | 78.8        |
| 1.22 UNEMPLOYMENT COMPENSATION      | \$3,544.00            | \$0.00                  | \$3,544.00            | \$414.35                 | \$3,434.05            | \$109.95            | 96.9        |
| 1.23 EMPLOYER'S CONTRIB.- PERF      | \$108,799.00          | \$0.00                  | \$108,799.00          | \$8,970.33               | \$88,278.49           | \$20,520.51         | 81.1        |
| 1.24 EMPLOYER'S CONTRIB.- INS.      | \$132,389.00          | \$0.00                  | \$132,389.00          | \$10,280.63              | \$105,028.94          | \$27,360.06         | 79.3        |
| <b>Subtotal</b>                     | <b>\$1,555,017.00</b> |                         | <b>\$1,555,017.00</b> | <b>\$128,222.57</b>      | <b>\$1,257,182.29</b> | <b>\$297,834.71</b> | <b>80.8</b> |
| <i>2. Supplies</i>                  |                       |                         |                       |                          |                       |                     |             |
| 2.11 OFFICIAL RECORDS               | \$600.00              | \$0.00                  | \$600.00              | \$0.00                   | \$365.54              | \$234.46            | 60.9        |
| 2.12 STATIONERY AND PRINTING        | \$550.00              | \$0.00                  | \$550.00              | \$0.00                   | \$187.17              | \$362.83            | 34.0        |
| 2.13 OTHER OFFICE SUPPLIES          | \$7,500.00            | \$0.00                  | \$7,500.00            | \$803.71                 | \$8,016.83            | (\$516.83)          | 106.9       |
| 2.21 CLEANING & SANITATION SUPPLIES | \$6,000.00            | \$0.00                  | \$6,000.00            | \$496.05                 | \$4,739.57            | \$1,260.43          | 79.0        |
| 2.23 OTHER OPERATING SUPPLIES       | \$7,000.00            | \$0.00                  | \$7,000.00            | \$182.49                 | \$5,369.32            | \$1,630.68          | 76.7        |
| 2.31 BUILDING MATERIALS & SUPPLIES  | \$1,000.00            | \$0.00                  | \$1,000.00            | \$91.88                  | \$740.78              | \$259.22            | 74.1        |
| 2.32 PAINT AND PAINTING SUPPLIES    | \$200.00              | \$0.00                  | \$200.00              | \$22.85                  | \$190.26              | \$9.74              | 95.1        |
| 2.33 REPAIR PARTS                   | \$2,000.00            | \$0.00                  | \$2,000.00            | \$0.00                   | \$575.33              | \$1,424.67          | 28.8        |
| 2.41 LIBRARY SUPPLIES               | \$14,900.00           | \$0.00                  | \$14,900.00           | \$1,245.11               | \$11,443.72           | \$3,456.28          | 76.8        |

F3a

F35

| <i>Account # Description</i>         | <i>Annual<br/>Appropriation</i> | <i>Change to<br/>Appropriation</i> | <i>Current<br/>Appropriation</i> | <i>Disbursements<br/>This Month</i> | <i>Disbursements<br/>YTD</i> | <i>Balance</i>    | <i>Percent</i> |
|--------------------------------------|---------------------------------|------------------------------------|----------------------------------|-------------------------------------|------------------------------|-------------------|----------------|
| 2.42 MARKETING SUPPLIES              | \$50.00                         | \$0.00                             | \$50.00                          | \$0.00                              | \$36.46                      | \$13.54           | 72.9           |
| <b>Subtotal</b>                      | <b>\$39,800.00</b>              |                                    | <b>\$39,800.00</b>               | <b>\$2,842.09</b>                   | <b>\$31,664.98</b>           | <b>\$8,135.02</b> | <b>79.6</b>    |
| <i>3. Other Services and Charges</i> |                                 |                                    |                                  |                                     |                              |                   |                |
| 3.13 LEGAL SERVICES                  | \$5,000.00                      | \$0.00                             | \$5,000.00                       | \$0.00                              | \$3,933.50                   | \$1,066.50        | 78.7           |
| 3.14 OTHER PROFESSIONAL SERVICES     | \$6,500.00                      | \$0.00                             | \$6,500.00                       | \$800.00                            | \$5,232.17                   | \$1,267.83        | 80.5           |
| 3.145 DATABASES & LICENSING SERVICES | \$26,620.00                     | \$0.00                             | \$26,620.00                      | \$2,595.00                          | \$23,303.77                  | \$3,316.23        | 87.5           |
| 3.146 E-BOOKS SERVICES               | \$18,700.00                     | \$0.00                             | \$18,700.00                      | \$0.00                              | \$3,000.00                   | \$15,700.00       | 16.0           |
| 3.21 TELEPHONE                       | \$4,200.00                      | \$0.00                             | \$4,200.00                       | \$287.42                            | \$2,728.80                   | \$1,471.20        | 65.0           |
| 3.22 POSTAGE                         | \$3,000.00                      | \$0.00                             | \$3,000.00                       | \$649.00                            | \$2,557.94                   | \$442.06          | 85.3           |
| 3.23 MILEAGE                         | \$20,000.00                     | \$0.00                             | \$20,000.00                      | \$2,055.52                          | \$14,902.88                  | \$5,097.12        | 74.5           |
| 3.24 PROFESSIONAL MEETINGS           | \$8,000.00                      | \$0.00                             | \$8,000.00                       | \$2,109.20                          | \$5,669.39                   | \$2,330.61        | 70.9           |
| 3.25 FREIGHT                         | \$2,000.00                      | \$0.00                             | \$2,000.00                       | \$91.73                             | \$1,400.48                   | \$599.52          | 70.0           |
| 3.26 NETWORKING                      | \$64,860.00                     | \$0.00                             | \$64,860.00                      | \$1,081.00                          | \$4,148.95                   | \$60,711.05       | 6.4            |
| 3.31 ADVERTISING & PUBLIC NOTICES    | \$800.00                        | \$0.00                             | \$800.00                         | \$0.00                              | \$238.61                     | \$561.39          | 29.8           |
| 3.33 MARKETING ADVERTISING           | \$1,800.00                      | \$0.00                             | \$1,800.00                       | \$0.00                              | \$1,603.13                   | \$196.87          | 89.1           |
| 3.41 OFFICIAL BONDS                  | \$250.00                        | \$0.00                             | \$250.00                         | \$0.00                              | \$250.00                     | \$0.00            | 100.0          |
| 3.42 OTHER INSURANCE                 | \$29,500.00                     | \$0.00                             | \$29,500.00                      | \$10,646.00                         | \$27,440.90                  | \$2,059.10        | 93.0           |
| 3.51 GAS                             | \$45,000.00                     | \$0.00                             | \$45,000.00                      | \$641.21                            | \$15,243.39                  | \$29,756.61       | 33.9           |
| 3.52 ELECTRICITY                     | \$100,000.00                    | \$0.00                             | \$100,000.00                     | \$7,911.35                          | \$74,313.49                  | \$25,686.51       | 74.3           |
| 3.53 WATER                           | \$4,000.00                      | \$0.00                             | \$4,000.00                       | \$292.75                            | \$3,069.77                   | \$930.23          | 76.7           |
| 3.54 WASTE DISPOSAL SERVICES         | \$6,500.00                      | \$0.00                             | \$6,500.00                       | \$569.03                            | \$5,389.50                   | \$1,110.50        | 82.9           |
| 3.61 BUILDING & STRUCTURES           | \$55,920.00                     | \$0.00                             | \$55,920.00                      | \$3,383.29                          | \$42,637.98                  | \$13,282.02       | 76.2           |
| 3.62 EQUIPMENT REPAIRS               | \$1,000.00                      | \$0.00                             | \$1,000.00                       | \$0.00                              | \$1,227.50                   | (\$227.50)        | 122.8          |
| 3.72 EQUIPMENT RENTALS               | \$300.00                        | \$0.00                             | \$300.00                         | \$11.95                             | \$244.50                     | \$55.50           | 81.5           |
| 3.91 DUES                            | \$1,875.00                      | \$0.00                             | \$1,875.00                       | \$0.00                              | \$586.00                     | \$1,289.00        | 31.3           |

| <i>Account # Description</i>          | <i>Annual<br/>Appropriation</i> | <i>Change to<br/>Appropriation</i> | <i>Current<br/>Appropriation</i> | <i>Disbursements<br/>This Month</i> | <i>Disbursements<br/>YTD</i> | <i>Balance</i>      | <i>Percent</i> |
|---------------------------------------|---------------------------------|------------------------------------|----------------------------------|-------------------------------------|------------------------------|---------------------|----------------|
| 3.93 TAXES & ASSESSMENTS              | \$250.00                        | \$0.00                             | \$250.00                         | \$0.00                              | \$240.00                     | \$10.00             | 96.0           |
| 3.94 TRANSFER TO LIRF                 | \$100,000.00                    | \$0.00                             | \$100,000.00                     | \$0.00                              | \$0.00                       | \$100,000.00        | 0.0            |
| 3.95 BOOK REIMBURSEMENT               | \$100.00                        | \$45.11                            | \$145.11                         | \$0.00                              | \$45.11                      | \$100.00            | 31.1           |
| 3.96 PETTY CASH                       | \$120.00                        | \$0.00                             | \$120.00                         | \$0.00                              | \$0.00                       | \$120.00            | 0.0            |
| 3.98 MAINTENANCE/SERVICE<br>CONTRACTS | \$112,057.00                    | \$0.00                             | \$112,057.00                     | \$5,447.27                          | \$93,219.85                  | \$18,837.15         | 83.2           |
| <b>Subtotal</b>                       | <b>\$618,352.00</b>             | <b>\$45.11</b>                     | <b>\$618,397.11</b>              | <b>\$38,571.72</b>                  | <b>\$332,627.61</b>          | <b>\$285,769.50</b> | <b>53.8</b>    |
| <i>4. Capital Outlays</i>             |                                 |                                    |                                  |                                     |                              |                     |                |
| 4.1 LAND                              | \$0.00                          | \$0.00                             | \$0.00                           | \$0.00                              | \$63,448.37                  | (\$63,448.37)       | 0.0            |
| 4.4 FURNITURE & EQUIPMENT             | \$51,648.00                     | \$0.00                             | \$51,648.00                      | \$1,441.42                          | \$6,171.99                   | \$45,476.01         | 12.0           |
| 4.51 BOOKS                            | \$160,300.00                    | \$0.00                             | \$160,300.00                     | \$8,878.02                          | \$115,213.36                 | \$45,086.64         | 71.9           |
| 4.52 PERIODICALS &<br>NEWSPAPERS      | \$25,000.00                     | \$0.00                             | \$25,000.00                      | \$6,689.47                          | \$20,836.43                  | \$4,163.57          | 83.3           |
| 4.53 NONPRINTED MATERIALS             | \$58,000.00                     | \$0.00                             | \$58,000.00                      | \$4,430.12                          | \$36,998.52                  | \$21,001.48         | 63.8           |
| <b>Subtotal</b>                       | <b>\$294,948.00</b>             |                                    | <b>\$294,948.00</b>              | <b>\$21,439.03</b>                  | <b>\$242,668.67</b>          | <b>\$52,279.33</b>  | <b>82.3</b>    |
| <b>Grand Total</b>                    | <b>\$2,508,117.00</b>           | <b>\$45.11</b>                     | <b>\$2,508,162.11</b>            | <b>\$191,075.41</b>                 | <b>\$1,864,143.55</b>        | <b>\$644,018.56</b> | <b>74.3</b>    |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

# Appropriation Report for 196 INSURANCE SETTLEMENT F

## Jasper County Public Library

Report Date: From 10/1/15 To 10/31/15

| Account # Description                | Annual Appropriation | Change to Appropriation | Current Appropriation | Disbursements This Month | Disbursements YTD | Balance             | Percent    |
|--------------------------------------|----------------------|-------------------------|-----------------------|--------------------------|-------------------|---------------------|------------|
| <i>2. Supplies</i>                   |                      |                         |                       |                          |                   |                     |            |
| 2.41 LIBRARY SUPPLIES                | \$0.00               | \$0.00                  | \$0.00                | \$0.00                   | \$24.29           | (\$24.29)           | 0.0        |
| <b>Subtotal</b>                      | <b>\$0.00</b>        |                         | <b>\$0.00</b>         | <b>\$0.00</b>            | <b>\$24.29</b>    | <b>(\$24.29)</b>    | <b>0.0</b> |
| <i>3. Other Services and Charges</i> |                      |                         |                       |                          |                   |                     |            |
| 3.61 BUILDING & STRUCTURES           | \$0.00               | \$0.00                  | \$0.00                | \$1,678.00               | \$1,821.50        | (\$1,821.50)        | 0.0        |
| <b>Subtotal</b>                      | <b>\$0.00</b>        |                         | <b>\$0.00</b>         | <b>\$1,678.00</b>        | <b>\$1,821.50</b> | <b>(\$1,821.50)</b> | <b>0.0</b> |
| <i>4. Capital Outlays</i>            |                      |                         |                       |                          |                   |                     |            |
| 4.4 FURNITURE & EQUIPMENT            | \$0.00               | \$0.00                  | \$0.00                | \$0.00                   | \$5,013.04        | (\$5,013.04)        | 0.0        |
| <b>Subtotal</b>                      | <b>\$0.00</b>        |                         | <b>\$0.00</b>         | <b>\$0.00</b>            | <b>\$5,013.04</b> | <b>(\$5,013.04)</b> | <b>0.0</b> |
| <b>Grand Total</b>                   | <b>\$0.00</b>        | <b>\$0.00</b>           | <b>\$0.00</b>         | <b>\$1,678.00</b>        | <b>\$6,858.83</b> | <b>(\$6,858.83)</b> | <b>0.0</b> |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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**Voucher List**  
**Jasper County Public Library**

Report Date: From 10/1/15 To 10/31/15

| Warrant Number | Claim Number | Name of Claimant         | Date     | Explanation                                                                                                                                                                                                                                                                                                                                                                             | Total       |
|----------------|--------------|--------------------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 0              | 813          | PAYROLL                  | 10/9/15  | PAYROLL                                                                                                                                                                                                                                                                                                                                                                                 | \$50,666.79 |
| 0              | 814          | BILL HROMADA             | 10/6/15  | Courier Mileage, 9/16-9/30/15 (Conf #301)                                                                                                                                                                                                                                                                                                                                               | \$392.15    |
| 0              | 815          | GREAT-WEST RETIREMENT S  | 10/6/15  | Annuity Withheld 10/9/15 payroll (Conf. #305)                                                                                                                                                                                                                                                                                                                                           | \$1,005.00  |
| 0              | 816          | INDIANA DEPARTMENT OF RE | 10/6/15  | EFT-State & County Taxes w/held September 2015 Payrolls (Ref #65832)                                                                                                                                                                                                                                                                                                                    | \$6,399.76  |
| 0              | 817          | INPRS fbo PERF           | 10/6/15  | 10/9/15 Payroll Contributions                                                                                                                                                                                                                                                                                                                                                           | \$6,028.84  |
| 0              | 818          | IRS USA TAXPAYMENT       | 10/6/15  | EFT-FICA & Federal Taxes w/held 10/9/15 (Ref #52586741)                                                                                                                                                                                                                                                                                                                                 | \$11,524.22 |
| 0              | 819          | TOWN OF DEMOTTE          | 10/6/15  | DeM: Sewer & Water- September 2015 (conf# 302)                                                                                                                                                                                                                                                                                                                                          | \$189.64    |
| 0              | 820          | TOWN OF DEMOTTE          | 10/6/15  | DeM: Sewer & Water- House September 2015 (Conf #303)                                                                                                                                                                                                                                                                                                                                    | \$84.72     |
| 0              | 821          | TOWN OF WHEATFIELD       | 10/6/15  | Wh: Sewer- October 2015 (conf# 304)                                                                                                                                                                                                                                                                                                                                                     | \$56.65     |
| 34205          | 822          | AARON'S LAWN CARE        | 10/12/15 | Mowing & edging                                                                                                                                                                                                                                                                                                                                                                         | \$1,050.00  |
| 34206          | 823          | ANTHEM BLUE CROSS BLUE   | 10/12/15 | Health Insurance premiums- October 2015                                                                                                                                                                                                                                                                                                                                                 | \$12,280.32 |
| 34207          | 824          | ANTHEM LIFE              | 10/12/15 | Life Insurance premiums- October 2015                                                                                                                                                                                                                                                                                                                                                   | \$97.02     |
| 34208          | 825          | BETTER CONTAINERS MFG. C | 10/12/15 | Library bags                                                                                                                                                                                                                                                                                                                                                                            | \$132.30    |
| 34209          | 826          | BLUETARP FINANCIAL, INC  | 10/12/15 | Sealant, screws, stik adhesive, blue tape, cement crack filler, roller covers, blue tool                                                                                                                                                                                                                                                                                                | \$110.39    |
| 34210          | 827          | BUSINESS CARD            | 10/12/15 | Management meeting expenses, Sandhill Crane Festival expenses, Legislative Fall Forum registrations, stamps, calendars, projector screen parts, paper towel dispenser keys, air compressor, pressure washer, Indiana Employment Law newsletter subscription, ILF Conference registrations, adult program supplies, B2B expenses, staff anniversary card, Staff Development Day expenses | \$2,067.82  |
| 34211          | 828          | BUSINESS MANAGEMENT DAI  | 10/12/15 | Payroll Legal Alert & Manager's Legal Bulletin newsletter subscriptions                                                                                                                                                                                                                                                                                                                 | \$229.08    |
| 34212          | 829          | CARDINAL OFFICE PRODUCT  | 10/12/15 | DeMotte Patron Copier Maintenance 9/24/14-9/24/15                                                                                                                                                                                                                                                                                                                                       | \$309.26    |
| 34213          | 830          | CAROLYNN DeVRIES         | 10/12/15 | Mileage 9/29/15: PERF meeting                                                                                                                                                                                                                                                                                                                                                           | \$25.30     |
| 34214          | 831          | CARRIAGE PAPER PRODUCT   | 10/12/15 | Receipt printer ribbons                                                                                                                                                                                                                                                                                                                                                                 | \$64.56     |
| 34215          | 832          | CONSOLIDATED INSURANCE   | 10/12/15 | Semi-annual premium for building insurance                                                                                                                                                                                                                                                                                                                                              | \$10,646.00 |
| 34216          | 833          | CULLIGAN WATER CONDITIO  | 10/12/15 | Wh: Water Cooler Rental-October 2015                                                                                                                                                                                                                                                                                                                                                    | \$11.95     |
| 34217          | 834          | D & S COMPUTER SERVICES  | 10/12/15 | Hosting 4th quarter 2015                                                                                                                                                                                                                                                                                                                                                                | \$120.00    |
| 34218          | 835          | DANIEL VAN BLAIRCOM      | 10/12/15 | Flood light bulb changer                                                                                                                                                                                                                                                                                                                                                                | \$5.88      |
| 34219          | 836          | DEBORAH KRISTOFF         | 10/12/15 | Staff Development Day expenses, Management Meeting expenses                                                                                                                                                                                                                                                                                                                             | \$64.63     |
| 34220          | 837          | DELTA DENTAL             | 10/12/15 | Dental Insurance premiums- October 2015                                                                                                                                                                                                                                                                                                                                                 | \$522.18    |
| 34221          | 838          | EBSCO INFORMATION SERVI  | 10/12/15 | Novelist database subscription 10/1/15-9/30/16                                                                                                                                                                                                                                                                                                                                          | \$2,595.00  |
| 34222          | 839          | EMILY DURAN              | 10/12/15 | Mileage 9/17-10/5/15: Management Meeting, AV Shopping                                                                                                                                                                                                                                                                                                                                   | \$50.60     |
| 34223          | 840          | ENA SERVICES LLC         | 10/12/15 | Internet service for September 2015                                                                                                                                                                                                                                                                                                                                                     | \$1,081.00  |
| 34224          | 841          | ERIC GRAYSON             | 10/12/15 | Program presenter                                                                                                                                                                                                                                                                                                                                                                       | \$300.00    |
| 34225          | 842          | EVELYN BRISTOL           | 10/12/15 | Mileage 8/5-9/1/15: Digipalooza, pickup paperwork at Osby's, drop off water sample at Fagen's, Librarian's Council meeting, drop off Lit Kits for B2B                                                                                                                                                                                                                                   | \$453.10    |
| 34226          | 843          | FINDAWAY WORLD, LLC      | 10/12/15 | Playaways                                                                                                                                                                                                                                                                                                                                                                               | \$849.87    |
| 34227          | 844          | GALE/CENGAGE LEARNING    | 10/12/15 | Books                                                                                                                                                                                                                                                                                                                                                                                   | \$46.88     |
| 34228          | 845          | GOVCONNECTION, INC.      | 10/12/15 | CPU stands, HDMI converters, Linksys 8-port gigabit switch                                                                                                                                                                                                                                                                                                                              | \$369.90    |
| 34229          | 846          | GRAINGER                 | 10/12/15 | Emergency lights                                                                                                                                                                                                                                                                                                                                                                        | \$138.44    |
| 34230          | 847          | HAMSTRA BUILDERS, INC.   | 10/12/15 | DeM: Grind sidewalk, install downspouts                                                                                                                                                                                                                                                                                                                                                 | \$378.00    |
| 34231          | 848          | HR SPECIALIST            | 10/12/15 | HR Specialist newsletter subscription                                                                                                                                                                                                                                                                                                                                                   | \$139.00    |

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| <i>Warrant<br/>Number</i> | <i>Claim<br/>Number</i> | <i>Name of Claimant</i>   | <i>Date</i> | <i>Explanation</i>                                                                                                                                                                                                                                                                                      | <i>Total</i> |
|---------------------------|-------------------------|---------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 34232                     | 849                     | INDIANA LIBRARY FEDERATIO | 10/12/15    | ILF Annual Conference registrations- R. Kuhn, L. Poortenga, E. Duran, K. Hunter                                                                                                                                                                                                                         | \$880.00     |
| 34233                     | 850                     | INDIANA WASTE SERVICE     | 10/12/15    | DeM: Trash Pick-up, October 2015                                                                                                                                                                                                                                                                        | \$87.70      |
| 34234                     | 851                     | JANICE WILMA              | 10/12/15    | DVDs, Mileage 5/14-9/22/15: Management Meeting, AV Shopping, CYPD Conference, YA Counterparts meeting, Difference is You Conference                                                                                                                                                                     | \$414.77     |
| 34235                     | 852                     | JORDON DITTRICH           | 10/12/15    | Wheatfield Building Birthday Party expenses                                                                                                                                                                                                                                                             | \$30.00      |
| 34236                     | 853                     | KAPCO                     | 10/12/15    | Clear polyester repair tape, poly covers                                                                                                                                                                                                                                                                | \$258.32     |
| 34237                     | 854                     | LINDA POORTENGA           | 10/12/15    | Mileage 9/10-9/18/15: Staff Development Day setup, Management Meeting, B2B                                                                                                                                                                                                                              | \$79.93      |
| 34238                     | 855                     | LINDA THOMPSON            | 10/12/15    | Mileage 8/11-9/11/15: Reference Counterparts meeting, Staff Development Day                                                                                                                                                                                                                             | \$13.80      |
| 34239                     | 856                     | MAGAZINE SUBSCRIPTION SE  | 10/12/15    | Annual January - May Magazine Subscription Renewals                                                                                                                                                                                                                                                     | \$4,856.05   |
| 34240                     | 857                     | MIDWEST TAPE              | 10/12/15    | DVDs                                                                                                                                                                                                                                                                                                    | \$79.98      |
| 34241                     | 858                     | OLLIS BOOK CORPORATION    | 10/12/15    | Books                                                                                                                                                                                                                                                                                                   | \$53.90      |
| 34242                     | 859                     | PATTY STRINGFELLOW        | 10/12/15    | Mileage 9/14-10/6/15: Board Meeting, Sandhill Crane Festival, Directors Meeting, ILF Legislative Fall Forum                                                                                                                                                                                             | \$220.80     |
| 34243                     | 860                     | PEGGY MICHELIN            | 10/12/15    | DVDs, Mileage 7/9-10/7/15: AV Shopping, pickup supplies                                                                                                                                                                                                                                                 | \$118.79     |
| 34244                     | 861                     | POSTMASTER                | 10/12/15    | Stamps                                                                                                                                                                                                                                                                                                  | \$409.00     |
| 34245                     | 862                     | PRECISION CONTROL SYSTE   | 10/12/15    | DeM: No cooling, dx1 relay enabled but not dx2 relay, applied jumper wire from dms 24v to dx1-dx2, worked on A.O. damper linkage, repaired pivot bearings; Rens: north compressor crank heater not working, checked electrical connections on compressor, reset circuit breaker, compressor now working | \$1,803.29   |
| 34246                     | 863                     | PULASKI COUNTY PUBLIC LIB | 10/12/15    | NILBA Meeting registrations- J. Umlauf, N. Waling, R. Gilmore, P. Stringfellow                                                                                                                                                                                                                          | \$152.00     |
| 34247                     | 864                     | RACHEL WILKINSON          | 10/12/15    | Teen program supplies, DVDs, CDs                                                                                                                                                                                                                                                                        | \$350.20     |
| 34248                     | 865                     | RAINBOW PRINTING          | 10/12/15    | Digital Access Cards                                                                                                                                                                                                                                                                                    | \$615.00     |
| 34249                     | 866                     | RECORDED BOOKS, INC       | 10/12/15    | Audiobooks                                                                                                                                                                                                                                                                                              | \$1,230.01   |
| 34250                     | 867                     | RELIABLE EXTERMINATORS, I | 10/12/15    | Rens: Exterior treatment                                                                                                                                                                                                                                                                                | \$152.00     |
| 34251                     | 868                     | REPUBLIC SERVICES #715    | 10/12/15    | Wh: Trash Service- October 2015                                                                                                                                                                                                                                                                         | \$73.17      |
| 34252                     | 869                     | SCHOLASTIC LIBRARY        | 10/12/15    | Continuations                                                                                                                                                                                                                                                                                           | \$156.00     |
| 34253                     | 870                     | SIMPLEXGRINNELL           | 10/12/15    | DeM: Annual Fire Alarm Test & Inspection                                                                                                                                                                                                                                                                | \$675.00     |
| 34254                     | 871                     | SMITH OFFICE EQUIPMENT    | 10/12/15    | Tape, construction paper                                                                                                                                                                                                                                                                                | \$44.91      |
| 34255                     | 872                     | THE LIBRARY CORPORATION   | 10/12/15    | Library Serials Support Nov 2015-Oct. 2016 Acct# 960058; L.S. data work                                                                                                                                                                                                                                 | \$3,106.00   |
| 34256                     | 873                     | TODAY'S BUSINESS Solutio  | 10/12/15    | PrinterON service plan                                                                                                                                                                                                                                                                                  | \$1,485.00   |
| 34257                     | 874                     | UNIQUE MANAGEMENT SERVI   | 10/12/15    | Collections: Initial/Secondary Placements- September 2015                                                                                                                                                                                                                                               | \$143.20     |
| 34258                     | 875                     | VISION SERVICE PLAN- (IN) | 10/12/15    | Vision Insurance Premiums- October 2015                                                                                                                                                                                                                                                                 | \$214.74     |
| 34259                     | 876                     | WALL STREET JOURNAL       | 10/12/15    | Newspaper subscription Acct# 010560578589                                                                                                                                                                                                                                                               | \$448.40     |
| 34260                     | 877                     | WAL-MART COMMUNITY/RFC    | 10/12/15    | DVDs, CDs, books, adult program supplies, children's supplies, batteries, rewritable DVDs, cleaning supplies                                                                                                                                                                                            | \$657.60     |
| 34261                     | 878                     | WAYFAIR SUPPLY            | 10/12/15    | Office chair                                                                                                                                                                                                                                                                                            | \$172.03     |
| 0                         | 879                     | ALLIANCE BANK             | 10/12/15    | Direct Deposit Fees September 2015                                                                                                                                                                                                                                                                      | \$37.00      |
| 34262                     | 880                     | BAKER & TAYLOR            | 10/12/15    | Books, Continuations, AV, Auto. Yours                                                                                                                                                                                                                                                                   | \$9,372.79   |
| 34263                     | 881                     | BAKER & TAYLOR ENTERTAIN  | 10/12/15    | DVDs                                                                                                                                                                                                                                                                                                    | \$672.95     |
| 34264                     | 882                     | BRODART CO.               | 10/12/15    | Subject classification labels                                                                                                                                                                                                                                                                           | \$14.33      |
| 34265                     | 883                     | CENTURYLINK               | 10/12/15    | Rens: Local phone & fax service October 2015                                                                                                                                                                                                                                                            | \$190.49     |
| 34266                     | 884                     | CENTURYLINK               | 10/12/15    | Long distance phone service- September 2015                                                                                                                                                                                                                                                             | \$20.80      |
| 34267                     | 885                     | DEMCO                     | 10/12/15    | Floor sign, magazine display, wall clock, polyfit                                                                                                                                                                                                                                                       | \$753.39     |
| 34268                     | 886                     | HP Products               | 10/12/15    | Paper towels, trash bags, stainless steel cleaner                                                                                                                                                                                                                                                       | \$334.33     |
| 34269                     | 887                     | INDIANA DEPT. OF WORKFOR  | 10/12/15    | 3rd Quarter 2015 Unemployment Compensation Pymt                                                                                                                                                                                                                                                         | \$414.35     |
| 34270                     | 888                     | INFORMATION TODAY, INC.   | 10/12/15    | Internet Librarian Conference registration- M. Widner Reg#100196                                                                                                                                                                                                                                        | \$369.00     |
| 34271                     | 889                     | JASPER COUNTY EXTENSION   | 10/12/15    | Plat books                                                                                                                                                                                                                                                                                              | \$60.00      |



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| <i>Warrant<br/>Number</i> | <i>Claim<br/>Number</i> | <i>Name of Claimant</i>   | <i>Date</i> | <i>Explanation</i>                                                                                                                                                             | <i>Total</i> |
|---------------------------|-------------------------|---------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 34272                     | 890                     | KAPER'S BUILDING MATERIAL | 10/12/15    | Weather stripping                                                                                                                                                              | \$8.84       |
| 34273                     | 891                     | MIDWEST TAPE              | 10/12/15    | Audiobook sleeves                                                                                                                                                              | \$425.99     |
| 34274                     | 892                     | NIPSCO                    | 10/12/15    | DeM & Wh: Gas & electric service                                                                                                                                               | \$5,152.57   |
| 34275                     | 893                     | OFFICE DEPOT              | 10/12/15    | Staple removers, contact paper, color copy paper, tape, kleenex, card stock, construction paper, glue dots, sticky note dispenser, copy paper, CD/DVD file folders, glue stick | \$336.38     |
| 34276                     | 894                     | QUILL CORPORATION         | 10/12/15    | Envelopes, toner cartridges, wireless mouse, dry erase markers, pledge multi-surface, calendars, staple removers, sticky notes, pens, gloves, permanent markers                | \$514.96     |
| 0                         | 895                     | SAGE PAYMENT SOLUTIONS    | 10/12/15    | Merchant Processing Fees- September 2015 (automatic withdrawal on 10/2/15)                                                                                                     | \$57.52      |
| 34277                     | 896                     | STANLEY STEEMER           | 10/12/15    | Rens: Clean carpet in public areas & 14 chairs                                                                                                                                 | \$1,678.00   |
| 0                         | 897                     | PAYROLL                   | 10/23/15    | PAYROLL                                                                                                                                                                        | \$50,380.19  |
| 0                         | 898                     | AFLAC                     | 10/23/15    | Supplemental Insurance October 2015 (Conf. #311)                                                                                                                               | \$546.54     |
| 0                         | 899                     | BILL HROMADA              | 10/23/15    | Courier Mileage, 10/1-10/15/15 (Conf #308)                                                                                                                                     | \$392.15     |
| 0                         | 900                     | CENTURYLINK               | 10/23/15    | WH: Local Phone Service October 2015 (Conf. # 310)                                                                                                                             | \$58.14      |
| 0                         | 901                     | CENTURYLINK               | 10/23/15    | WH: Fax Service October 2015 (Conf. # 309)                                                                                                                                     | \$17.99      |
| 0                         | 902                     | CHICAGO TRIBUNE           | 10/23/15    | Wh: Newspaper subscription Acct# 43113043 (Conf. #306)                                                                                                                         | \$259.74     |
| 0                         | 903                     | CITY OF RENSSELAER        | 10/23/15    | RENS: Utilities 9/9/15 - 10/8/15 (Conf. #307)                                                                                                                                  | \$3,769.89   |
| 0                         | 904                     | GREAT-WEST RETIREMENT S   | 10/23/15    | Annuity Withheld 10/23/15 payroll (Conf. #312)                                                                                                                                 | \$1,005.00   |
| 0                         | 905                     | INPRS fbo PERF            | 10/23/15    | 10/23/15 Payroll Contributions                                                                                                                                                 | \$5,950.24   |
| 0                         | 906                     | IRS USA TAXPAYMENT        | 10/23/15    | EFT-FICA & Federal Taxes w/held 10/23/15 (Ref #74263478)                                                                                                                       | \$11,422.74  |
| 0                         | 956                     | SPARKPAY                  | 10/31/15    | Merchant Processing Fees- October 2015                                                                                                                                         | \$14.29      |
| 0                         | 957                     | THE TIMES                 | 10/30/15    | DeM: Newspaper subscription Acct# 170-00009893 (conf# 313)                                                                                                                     | \$278.20     |

**Total Amount of Claims      \$223,976.64**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, November 05, 2015

\_\_\_\_\_  
Fiscal Officer

### ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$223,976.64

Date this 9<sup>th</sup> day of November, 20 15.

### SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

**JASPER COUNTY PUBLIC LIBRARY**  
**Receipt Breakdown**  
**October 31, 2015**

|                                                   | <u>THIS MONTH</u> | <u>YEAR-TO-DATE</u> | <u>TOTAL RECEIPTS<br/>THIS MONTH</u> | <u>TOTAL RECEIPTS<br/>YEAR-TO-DATE</u> |
|---------------------------------------------------|-------------------|---------------------|--------------------------------------|----------------------------------------|
| <b>FINES &amp; FEES:</b>                          |                   |                     | \$2,588.06                           | \$27,543.54                            |
| DeMotte                                           | \$676.65          | \$8,628.25          |                                      |                                        |
| Rensselaer                                        | \$1,188.38        | \$10,551.11         |                                      |                                        |
| Wheatfield                                        | \$723.03          | \$8,364.18          |                                      |                                        |
| <b>PHOTOCOPIES:</b>                               |                   |                     | \$819.95                             | \$8,197.06                             |
| DeMotte                                           | \$312.85          | \$3,198.39          |                                      |                                        |
| Rensselaer                                        | \$348.20          | \$3,211.72          |                                      |                                        |
| Wheatfield                                        | \$158.90          | \$1,786.95          |                                      |                                        |
| <b>INTEREST (Checking, Repurchase, CDs):.....</b> |                   |                     | \$32.47                              | \$516.95                               |
| <b>TAXES:</b>                                     |                   |                     | \$75,613.24                          | \$1,449,698.13                         |
| Property Tax                                      | \$0.00            | \$634,588.74        |                                      |                                        |
| LOIT                                              | \$17,903.58       | \$179,035.81        |                                      |                                        |
| License Excise Tax                                | \$0.00            | \$50,726.30         |                                      |                                        |
| Financial Institution Tax                         | \$0.00            | \$1,228.91          |                                      |                                        |
| CVET(Commercial Vehicle Excise)                   | \$0.00            | \$7,021.77          |                                      |                                        |
| Local Option/Certified Shares                     | \$47,192.33       | \$471,923.30        |                                      |                                        |
| Local Option/Property Tax Repl.                   | \$10,517.33       | \$105,173.30        |                                      |                                        |
| <b>TAXABLE SALES:-.....</b>                       |                   |                     | \$6.35                               | \$101.70                               |
| <b>REFUNDS:</b>                                   |                   |                     | \$150.00                             | \$18,713.75                            |
| Rebates/Refund                                    | \$0.00            | \$1,565.51          |                                      |                                        |
| Insurance Claims/Reimbursements                   | \$0.00            | \$5,534.75          |                                      |                                        |
| Meeting Room Rental                               | \$150.00          | \$1,650.00          |                                      |                                        |
| Reimbursement                                     | \$0.00            | \$1,259.19          |                                      |                                        |
| Fixed Asset Sales                                 | \$0.00            | \$180.00            |                                      |                                        |
| Miscellaneous Receipts                            | \$0.00            | \$125.30            |                                      |                                        |
| Interfund Transfer                                | \$0.00            | \$8,399.00          |                                      |                                        |
| <b>TOTAL OPERATING FUND RECEIPTS.....</b>         |                   |                     | <b>\$79,210.07</b>                   | <b>\$1,504,771.13</b>                  |
| <b>PLAC FUND:.....</b>                            |                   |                     | \$0.00                               | \$0.00                                 |
| <b>GIFT FUNDS:</b>                                |                   |                     | \$430.00                             | \$12,451.49                            |
| DeMotte                                           | \$325.00          | \$4,821.36          |                                      |                                        |
| Rensselaer                                        | \$5.00            | \$4,688.82          |                                      |                                        |
| Wheatfield                                        | \$100.00          | \$2,941.31          |                                      |                                        |
| <b>LIB. IMPROV. RESERVE FUND: .....</b>           |                   |                     | \$14.36                              | \$156.82                               |
| Interest Earned                                   | \$14.36           | \$156.82            |                                      |                                        |
| Transfer from OPERATING                           | \$0.00            | \$0.00              |                                      |                                        |
| <b>BOND &amp; INTEREST REDEMPTION FUND:</b>       |                   |                     | \$0.00                               | \$172,702.65                           |
| Property Tax                                      | \$0.00            | \$160,152.37        |                                      |                                        |
| License Excise Tax                                | \$0.00            | \$10,794.54         |                                      |                                        |
| Financial Institution Tax                         | \$0.00            | \$261.51            |                                      |                                        |
| CVET(Commercial Vehicle Excise)                   | \$0.00            | \$1,494.23          |                                      |                                        |
| Interfund Transfer                                | \$0.00            | \$0.00              |                                      |                                        |
| <b>RAINY DAY FUND:</b>                            |                   | \$2,098.45          | \$0.00                               | \$2,098.45                             |
| Special CAGIT Distribution                        | \$0.00            | \$0.00              |                                      |                                        |
| Interest Earned                                   | \$0.00            | \$2,098.45          |                                      |                                        |
| <b>STATE TECHNOLOGY FUND GRANT FUND:-.....</b>    |                   |                     | \$0.00                               | \$9,733.00                             |
| <b>CAPITAL PROJECTS FUND:</b>                     |                   |                     | \$4.44                               | \$9,487.90                             |
| Interest Earned                                   | \$4.44            | \$9,487.90          |                                      |                                        |
| Property Tax                                      | \$0.00            | \$0.00              |                                      |                                        |
| License Excise Tax                                | \$0.00            | \$0.00              |                                      |                                        |
| Financial Institution Tax                         | \$0.00            | \$0.00              |                                      |                                        |
| CVET(Commercial Vehicle Excise)                   | \$0.00            | \$0.00              |                                      |                                        |
| Interfund Transfer                                | \$0.00            | \$0.00              |                                      |                                        |
| <b>HOST/HOSPITALITY FUND:.....</b>                |                   |                     | \$0.00                               | \$0.00                                 |
| <b>LEVY EXCESS FUND:.....</b>                     |                   |                     | \$0.00                               | \$0.00                                 |
| <b>SALES TAX:.....</b>                            |                   |                     | \$10.95                              | \$138.78                               |
| <b>CASH CHANGE FUND</b>                           |                   |                     | \$0.00                               | \$0.00                                 |
| <b>INSURANCE REFUND FUND:</b>                     |                   |                     | \$0.00                               | \$192.88                               |
| Interfund Transfer                                | \$0.00            | \$192.88            |                                      |                                        |
| <b>INSURANCE SETTLEMENT FUND</b>                  |                   |                     | \$0.00                               | \$7,465.94                             |
| <b>SUB-TOTAL (page 1).....</b>                    |                   |                     | <b>\$79,669.82</b>                   | <b>\$1,719,199.04</b>                  |

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**WITHHOLDING ACCOUNT FUNDS:**

|                         |            |             |             |              |
|-------------------------|------------|-------------|-------------|--------------|
| FIT Tax Collected       | \$7,926.41 | \$77,487.82 | \$30,190.60 | \$295,000.21 |
| FICA Collected          | \$7,510.27 | \$73,392.64 |             |              |
| State Tax Collected     | \$3,567.85 | \$34,629.61 |             |              |
| County Tax Collected    | \$2,787.16 | \$27,218.62 |             |              |
| Deferred Comp Plan      | \$2,010.00 | \$19,620.00 |             |              |
| Pre-tax Insurance Plans | \$3,162.24 | \$30,744.81 |             |              |
| Life Insurance          | \$217.92   | \$2,185.20  |             |              |
| INPRS                   | \$3,008.75 | \$29,570.23 |             |              |
| Garnishments            | \$0.00     | \$108.00    |             |              |
| Credit Union            | \$0.00     | \$43.28     |             |              |

|                                        |  |  |                     |                       |
|----------------------------------------|--|--|---------------------|-----------------------|
| <b>TOTAL RECEIPTS - ALL FUNDS.....</b> |  |  | <b>\$109,860.42</b> | <b>\$2,014,199.25</b> |
|----------------------------------------|--|--|---------------------|-----------------------|

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# Voucher List

## Jasper County Public Library

Report Date: From 11/1/15 To 11/9/15

| Warrant Number | Claim Number | Name of Claimant          | Date    | Explanation                                                                                                                                                                                                                                                                   | Total       |
|----------------|--------------|---------------------------|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 34278          | 907          | AARON'S LAWN CARE         | 11/9/15 | Mowing & edging                                                                                                                                                                                                                                                               | \$720.00    |
| 34279          | 908          | ANTHEM BLUE CROSS BLUE    | 11/9/15 | Health Insurance premiums- November 2015                                                                                                                                                                                                                                      | \$12,280.32 |
| 34280          | 909          | ANTHEM LIFE               | 11/9/15 | Life Insurance premiums- November 2015                                                                                                                                                                                                                                        | \$100.62    |
| 34281          | 910          | AWE ACQUISITION, INC      | 11/9/15 | Early literacy station                                                                                                                                                                                                                                                        | \$2,962.00  |
| 34282          | 911          | BLUETARP FINANCIAL, INC   | 11/9/15 | Door stops, kickplates                                                                                                                                                                                                                                                        | \$148.75    |
| 34283          | 912          | BRODART CO.               | 11/9/15 | Shelving                                                                                                                                                                                                                                                                      | \$379.02    |
| 34284          | 913          | CARDINAL OFFICE PRODUCT   | 11/9/15 | DeM: Quarterly maintenance agreement on work room copier 7/21/15-10/21/15                                                                                                                                                                                                     | \$534.58    |
| 34285          | 914          | CENTER ENTERPRISES, INC   | 11/9/15 | Washable stamp pads                                                                                                                                                                                                                                                           | \$70.88     |
| 34286          | 915          | DELTA DENTAL              | 11/9/15 | Dental Insurance premiums- November 2015                                                                                                                                                                                                                                      | \$522.18    |
| 34287          | 916          | DEMCO                     | 11/9/15 | AV cart, book pockets, labels, crystal clear tape, taping system applicator, posters, book supports, headphones, paper rolls, clipboards, sign holders, glue sticks, school glue, dry erase markers, cricut replacement blades, card file, kik step stools                    | \$1,200.38  |
| 34288          | 917          | EBS IRRIGATION, INC       | 11/9/15 | Wh: Winterization of irrigation system                                                                                                                                                                                                                                        | \$65.00     |
| 34289          | 918          | ENA SERVICES LLC          | 11/9/15 | Internet service for October 2015                                                                                                                                                                                                                                             | \$1,081.00  |
| 34290          | 919          | FINDAWAY WORLD, LLC       | 11/9/15 | Playaways, Playaway Views                                                                                                                                                                                                                                                     | \$736.65    |
| 34291          | 920          | FLEX-PAC INC              | 11/9/15 | Paper towel rolls, m-folds, hand soap, toilet paper                                                                                                                                                                                                                           | \$348.85    |
| 34292          | 921          | GOVCONNECTION, INC.       | 11/9/15 | Computers, sound bars                                                                                                                                                                                                                                                         | \$22,140.56 |
| 34293          | 922          | GREY HOUSE PUBLISHING     | 11/9/15 | Continuations                                                                                                                                                                                                                                                                 | \$252.50    |
| 34294          | 923          | HAWTHORNE PUBLISHING      | 11/9/15 | Books                                                                                                                                                                                                                                                                         | \$52.00     |
| 34295          | 924          | HP Products               | 11/9/15 | Mop heads, neutral cleaner                                                                                                                                                                                                                                                    | \$51.28     |
| 34296          | 925          | INDIANA CHAMBER OF COMM   | 11/9/15 | State & Federal laminated employment poster sets                                                                                                                                                                                                                              | \$154.95    |
| 34297          | 926          | INDIANA LIBRARY FEDERATIO | 11/9/15 | 2016 Library Membership                                                                                                                                                                                                                                                       | \$1,277.19  |
| 34298          | 927          | INTEGRITY SOFTWARE, INC   | 11/9/15 | SofTrack Renewal                                                                                                                                                                                                                                                              | \$957.43    |
| 34299          | 928          | JAMIE HANEY               | 11/9/15 | Program Presenter                                                                                                                                                                                                                                                             | \$375.00    |
| 34300          | 929          | KIRBY RISK CORPORATION    | 11/9/15 | Light bulbs                                                                                                                                                                                                                                                                   | \$229.98    |
| 34301          | 930          | KONE, INC.                | 11/9/15 | DeM: Elevator maintenance agreement 10/1/15-12/31/15                                                                                                                                                                                                                          | \$405.18    |
| 34302          | 931          | LINDA POORTENGA           | 11/9/15 | Mileage 10/16-10/28/15: B2B, Librarians Council meeting                                                                                                                                                                                                                       | \$87.98     |
| 34303          | 932          | LIVE OAK MEDIA            | 11/9/15 | Audiobooks                                                                                                                                                                                                                                                                    | \$215.46    |
| 34304          | 933          | MELISSA J. WIDNER         | 11/9/15 | Internet Librarian Conference expenses; Mileage 10/23-10/28/15: O'hare airport (flight to Internet Librarian Conference)                                                                                                                                                      | \$1,009.43  |
| 34305          | 934          | MONROE COUNTY PUBLIC LIB  | 11/9/15 | Damaged ILL book paid for by patron                                                                                                                                                                                                                                           | \$15.00     |
| 34306          | 935          | OFFICE DEPOT              | 11/9/15 | DVD/CD file folders, scissors, antistatic spray, mechanical pencils, colored copy paper, reinforcement labels, tape, pressboard covers, kleenex, contact paper, 3-hole punch, washable markers, watercolor paint, tempera paint, construction paper, bookcase, scanner, cable | \$785.75    |
| 34307          | 936          | PATTY STRINGFELLOW        | 11/9/15 | Mileage 10/16-10/23/15: MCLS Regional Meeting, Wheatfield Library 10th Birthday Party                                                                                                                                                                                         | \$79.35     |
| 34308          | 937          | PULASKI COUNTY PUBLIC LIB | 11/9/15 | NILBA Speaker meal                                                                                                                                                                                                                                                            | \$38.00     |
| 34309          | 938          | QUILL CORPORATION         | 11/9/15 | Acrylic paint, tape dispensers, tape, typewriter ribbon, typewriter correction tape, color copy paper, envelopes, calendar, correction tape, binder clips, dividers, copy paper, phone cord, colored pencils, crayons, goo gone cleaner, tacky glue                           | \$286.40    |
| 34310          | 939          | RACHAEL CAVINDER          | 11/9/15 | Mileage 9/24-10/15/15: KV Reading Council meeting, AV Shopping, Management meeting                                                                                                                                                                                            | \$76.48     |
| 34311          | 940          | REBECCA AMALONG           | 11/9/15 | Mileage 9/11-10/21/15: Staff Development Day, Midway Airport (flight to TLC University Conference)                                                                                                                                                                            | \$132.25    |

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| <i>Warrant<br/>Number</i> | <i>Claim<br/>Number</i> | <i>Name of Claimant</i>   | <i>Date</i> | <i>Explanation</i>                                                                                                                                                                                                                                                                     | <i>Total</i> |
|---------------------------|-------------------------|---------------------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 34312                     | 941                     | RECORDED BOOKS, INC       | 11/9/15     | Audiobooks                                                                                                                                                                                                                                                                             | \$157.94     |
| 34313                     | 942                     | REPUBLIC SERVICES #715    | 11/9/15     | Wh: Trash Service- November 2015                                                                                                                                                                                                                                                       | \$73.17      |
| 34314                     | 943                     | ROEING CORPORATION        | 11/9/15     | Tech Maintenance Support - 4th Installment 2015                                                                                                                                                                                                                                        | \$7,500.00   |
| 34315                     | 944                     | S & S WORLDWIDE, INC      | 11/9/15     | Acrylic paint                                                                                                                                                                                                                                                                          | \$34.94      |
| 34316                     | 945                     | SENSOURCE                 | 11/9/15     | People Counters                                                                                                                                                                                                                                                                        | \$561.91     |
| 34317                     | 946                     | SMITH FARM STORE          | 11/9/15     | Drill bit, screws, lock washers, bolts, buts, washers, solid angles                                                                                                                                                                                                                    | \$23.96      |
| 34318                     | 947                     | SMITH OFFICE EQUIPMENT    | 11/9/15     | Electric pencil sharpener, desk drawer organizer                                                                                                                                                                                                                                       | \$53.27      |
| 34319                     | 948                     | STERLING COMPUTERS        | 11/9/15     | Laptops, external USB DVD drives                                                                                                                                                                                                                                                       | \$13,280.70  |
| 34320                     | 949                     | SUNRISE PACKAGING INC.    | 11/9/15     | Audiobook cases                                                                                                                                                                                                                                                                        | \$436.47     |
| 34321                     | 950                     | SVT, LLC                  | 11/9/15     | Management Meeting expenses                                                                                                                                                                                                                                                            | \$35.17      |
| 34322                     | 951                     | TRUGREEN PROCESSING CE    | 11/9/15     | Rens: Tree & Shrub service                                                                                                                                                                                                                                                             | \$89.00      |
| 34323                     | 952                     | ULINE                     | 11/9/15     | Mat, DVD cases, filament tape                                                                                                                                                                                                                                                          | \$283.57     |
| 34324                     | 953                     | VISION SERVICE PLAN- (IN) | 11/9/15     | Vision Insurance Premiums- November 2015                                                                                                                                                                                                                                               | \$214.74     |
| 34325                     | 954                     | WAL-MART COMMUNITY/RFC    | 11/9/15     | DVDs, CDs, books, children's program supplies, HDMI cables, adult program supplies, batteries, cleaning supplies, wipes, stylus                                                                                                                                                        | \$2,744.62   |
| 34326                     | 955                     | WAYFAIR SUPPLY            | 11/9/15     | Lego activity table, 2-sided multimedia revolving tower                                                                                                                                                                                                                                | \$200.54     |
| 34327                     | 967                     | ACE HARDWARE              | 11/9/15     | Cleaning supplies, door stop, kick plate, toilet seat, minwax poly gloss                                                                                                                                                                                                               | \$132.37     |
| 0                         | 968                     | ALLIANCE BANK             | 11/9/15     | Direct Deposit Fees October 2015                                                                                                                                                                                                                                                       | \$37.10      |
| 34328                     | 969                     | BAKER & TAYLOR            | 11/9/15     | Books, Continuations, AV, Auto. Yours                                                                                                                                                                                                                                                  | \$14,022.98  |
| 34329                     | 970                     | BAKER & TAYLOR ENTERTAIN  | 11/9/15     | DVDs                                                                                                                                                                                                                                                                                   | \$2,095.89   |
| 34330                     | 971                     | BUSINESS CARD             | 11/9/15     | TLC University expenses, rubber stamp, trash can lid, bookends, ILF Conference registration- P. Stringfellow, Teen Read Week prize, books, DVDs, CDs, B2B expenses, magnetic board materials, magnetic letters, children's supplies, AV Shopping expenses, Director's Meeting expenses | \$4,181.93   |
| 34331                     | 972                     | CULLIGAN WATER CONDITIO   | 11/9/15     | Wh: Water Cooler Rental-November 2015, 5-gallon drinking water- 7                                                                                                                                                                                                                      | \$62.60      |
| 34332                     | 973                     | EAST CHICAGO PUBLIC LIBRA | 11/9/15     | Damaged ILL item                                                                                                                                                                                                                                                                       | \$30.95      |
| 34333                     | 974                     | FASE-KALUF TV & APPLIANCE | 11/9/15     | RCA AH205R 3.5MM to 2 RCA for DVD converter                                                                                                                                                                                                                                            | \$8.99       |
| 34334                     | 975                     | INDIANA WASTE SERVICE     | 11/9/15     | DeM: Trash Pick-up, November 2015                                                                                                                                                                                                                                                      | \$87.70      |
| 34335                     | 976                     | NETWISE RESOURCES         | 11/9/15     | Rens & Wh: staff copiers quarterly service agreement                                                                                                                                                                                                                                   | \$767.00     |
| 34336                     | 977                     | NIPSCO                    | 11/9/15     | DeM & Wh: Gas & Electric Service                                                                                                                                                                                                                                                       | \$5,257.96   |
| 34337                     | 978                     | POSTMASTER                | 11/9/15     | Stamps                                                                                                                                                                                                                                                                                 | \$212.20     |
| 34338                     | 979                     | PRECISION CONTROL SYSTE   | 11/9/15     | Quarterly Invoice for Routine Maintenance @ Rens & DeM(Contract Jan.1 thru Dec. 31, 2015); 1st installment for routine maintenance in 2013 & 2014 at DeM & Rens                                                                                                                        | \$5,274.00   |
| 34339                     | 980                     | RACHEL WILKINSON          | 11/9/15     | Mileage 11/5/15: Page Handbook meeting                                                                                                                                                                                                                                                 | \$9.20       |
| 34340                     | 981                     | RENSSELAER ROTARY CLUB    | 11/9/15     | September & October 2015 dues & meals                                                                                                                                                                                                                                                  | \$126.00     |
| 0                         | 982                     | SAGE PAYMENT SOLUTIONS    | 11/9/15     | Merchant Processing Fees- October 2015 (automatic withdrawal on 11/2/15)                                                                                                                                                                                                               | \$24.60      |
| 34341                     | 983                     | TRUGREEN PROCESSING CE    | 11/9/15     | Wh: Lawn Fertilization                                                                                                                                                                                                                                                                 | \$91.00      |
| 34342                     | 984                     | UNIQUE MANAGEMENT SERVI   | 11/9/15     | Collections: Initial/Secondary Placements- October 2015                                                                                                                                                                                                                                | \$179.00     |
| 34343                     | 985                     | WESTON WOODS STUDIOS      | 11/9/15     | Audiobooks                                                                                                                                                                                                                                                                             | \$149.97     |
| 34344                     | 986                     | YVONNE DEL VECCHIO        | 11/9/15     | Mileage 9/2-10/30/15: Walking books, Book Club, deliver newsletter                                                                                                                                                                                                                     | \$25.13      |









**Agenda  
Jasper County Public Library  
Board of Trustees Meeting  
Monday, December 14, 2015, 6pm  
Rensselaer Public Library**

**Opening of Meeting**

Moment of Silence

**Approval of Consent Agenda & Consent Agenda Items**

Action

Minutes of November Board Meeting  
Bills/Financial Reports  
Salary Ordinance Update (R 7)  
Policy Review

**General Business**

|                                                                |             |
|----------------------------------------------------------------|-------------|
| Indiana Statewide Remote Circulation System (SRCS) (R 12-R 13) | Action      |
| 2016 Salary Increase (R 13)                                    | Action      |
| PLA Conference Request (R 13)                                  | Action      |
| Election of Officers (R 13)                                    | Action      |
| End of December Board Meeting (R 13)                           | Information |

**Director's Report** (R 12-R 17)

Information

**Items for Future Agendas**

**Public Forum**

**Adjournment**

## MINUTES

Jasper County Public Library Board of Trustees  
6:00 PM

November 9, 2015  
Rensselaer Library

**Present:** Timothy Schultz, Natalie Waling, Mark Heinig, Jody Melton, Deana George, Janelle Harper, Patricia Stringfellow, Rayann Gilmore, Rebecca Amalong, Sheila Maxwell

**Absent:** Janet Umlauf

**Agenda & Consent Agenda Approval:** The Agenda and Consent Agenda items that included the October Board Meeting Minutes, bills/financial reports, Salary Ordinance update, Indemnification Policy review, Materials Selection Policy revisions, and Circulation Policy revisions were approved as presented on a motion by J. Melton and seconded by M. Heinig. Motion passed.

**Technical Services Librarian & Systems Administrator Annual Reports:** Rebecca Amalong reported that she completed the inventory of Rensselaer Adult Reference & Non-Fiction, and assisted Linda in weeding out these collections by pulling those items that were damaged or out of date. She went on a "field trip" with other staff to visit Wells County Public Library who has implemented "non-Dewey" classification and Nappanee Public Library to view their Maker Space. Technical Services implemented ordering twice a month to enable selectors to have more timely ordering of materials. Digital Access Library Cards for local schools were implemented by working with Patty Stringfellow, Melissa Widner, and Sheila Maxwell to set parameters for how this would look in our Circulation Patron database. Becky then created a spreadsheet with Sheila which was sent to TLC so they could create the actual patron records in our system. Becky and Mary Molenaar attended TLC University Conference in Charleston, SC. They both learned much about the new Release TLC has coming out, as well as the new Cataloging product they are working on. It looks really exciting and we are anxiously waiting to use it. With the new product it will be easier for the non-professional to catalog items. At TLC University Becky also learned that TLC has been upgrading hardware and software at their headquarters to enable them to have better service for customers, eventually all products will be web-based, a single sign-in function is coming soon, and there is a Lists & Actions feature in LS2Staff which can be used to get a quick list of items for weeding purposes.

Sheila Maxwell explained her part in the Digital Access Card project. She attended a Lake County Program with Becky which explained how they got their Digital Access Cards up and running. Although Lake County uses a different library automation vendor, they came away with a good idea of how to get this project started for our library system. Through TLC she was able to get the name of another TLC library who has implemented Digital Access Cards. Sheila spoke with this library to see how everything worked with TLC. She worked with Mel, Patty, Becky, Rayann, and the library's patron card vendor to develop a numbering system that would work best for our system and not allow the next card number in the sequence to be easily guessed. Sheila then worked with Becky to create an Excel file containing all the information TLC needed to create the new card records. The library recently switched credit card processing vendors. Sheila researched alternatives for this service. We switched to Spark Pay (Capital One's Square alternative) at the end of September using three iPads that we already had and three free card readers from Spark Pay. The only issue we have encountered so far is staff getting used to how to scan the credit cards through the readers. This service should also save the library money. Bandwidth at the Wheatfield Library was improved this year with the fiber installation in April. Prior to the fiber installation there was 3Mbps bandwidth and after there is 10 Mbps bandwidth. This has greatly improved internet speeds. In September we sent around 300 yearbooks to Oklahoma

Correctional Industries (OCI) for digitization. Once digitized, OCI will return the yearbooks along with 2 sets of DVDs containing the scanned images. Sheila has found a free online site called the Internet Archive where the scanned images can be uploaded and stored for people to have online access to our yearbooks. A couple of years ago, Patty and Sheila had looked at a Purdue yearbook online and both loved the user interface as it was intuitive and similar to looking through a paper bound yearbook. This experience is what they wanted to give patrons when we put our yearbooks online. Internet Archive will provide this for us.

**Dental Insurance:** We have received our dental insurance renewal information. There is no increase for employee only coverage and a .4% increase to employee & spouse or employee & family coverage. J. Melton moved to continue with the current dental insurance plan for 2016, seconded by D. George. Motion passed.

**2016 Slate of Officers:** J. Harper presented the nominees for the following 2016 offices: J. Melton, President; D. George, Vice-President; N. Waling, Secretary; M. Heinig, Treasurer; and J. Harper, Assistant Treasurer. The board will vote on the new slate at the December meeting.

**Year-End Board Meeting:** The year-end meeting to approve final bills, transfers and encumbrances for the year, is tentatively scheduled for Tuesday, Dec. 29<sup>th</sup>, at 9:00 AM with M. Heinig planning to attend. We need at least 4 board members for a quorum.

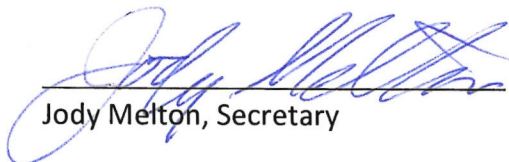
**Director's Report:** P. Stringfellow contacted Ed Dumas regarding our decision to clear snow from public sidewalks at Rensselaer Library this winter. A copy of the Rensselaer city ordinance was provided for his review. He had no concerns.

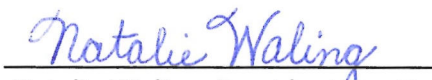
We received a hard copy of the 2014 Indiana Public Library Annual Report and were pleased to find our library featured in the Libraries Positively Impact Hoosiers section. There are over 200 public libraries in Indiana and only 11 libraries were featured in this section. This is the first year that the State Library has provided this information in booklet format.

J. Umlauf, N. Waling, R. Gilmore, and P. Stringfellow attended the NILBA dinner October 29 at the Silver Spoon in Valparaiso. Presentations included a legislative update from ILF Legislative Committee Chairman, Jos Holman, and an overview of Public Access Laws from Luke Britt, Public Access Counselor. 62 people attended.

Indiana celebrates its Bicentennial next year. Staff has been discussing ways that JCPL will commemorate our State's Birthday.

**Adjournment:** With no further matters for discussion, N. Waling adjourned the meeting at 6:56pm.

  
Jody Melton, Secretary

  
Attest: Natalie Waling, President Pro-Tem

**CIRCULATION BY HOLDINGS CODE**  
**November 2015**

| ITEM CODE                         | DEMOTTE | RENSSELAER | WHEATFIELD | TOTAL |
|-----------------------------------|---------|------------|------------|-------|
| Award Winner JBIO (DAJBIO)        | 0       | 0          | 0          | 0     |
| Award Winner JE (DAJE)            | 0       | 0          | 0          | 0     |
| Award Winner JFIC (DAJFIC)        | 24      | 3          | 0          | 27    |
| Award Winner JNF (DAJNF)          | 0       | 0          | 0          | 0     |
| Award Winner JPFIC (DAJBPF)       | 0       | 0          | 0          | 0     |
| Award Winning fiction (DAWFIC)    | 0       | 0          | 0          | 0     |
| Award Winning non-fiction (DAWNF) | 0       | 0          | 0          | 0     |
| Award Winner YAFIC (DAYAF)        | 0       | 0          | 0          | 0     |
| Award Winner YAPFIC (DAYPBF)      | 0       | 0          | 0          | 0     |
| Biography (DBIO)                  | 32      | 4          | 1          | 37    |
| Blu-Ray (DBR)                     | 94      | 0          | 1          | 95    |
| Books on CD (DBKCD)               | 159     | 10         | 1          | 170   |
| Books on Tape (DBKT)              | 0       | 0          | 0          | 0     |
| Compact Disc (DCD)                | 180     | 10         | 4          | 194   |
| Digital Audiobooks (DDA)          | 16      | 0          | 2          | 18    |
| DVD (DDVD)                        | 1113    | 17         | 5          | 1135  |
| Equipment (DEQP)                  | 48      | 0          | 0          | 48    |
| See librarian (DERR)              | 0       | 0          | 0          | 0     |
| Express Book (DEXP)               | 33      | 0          | 0          | 33    |
| Fiction (DFIC)                    | 553     | 18         | 16         | 587   |
| Fiction Fantasy (DFICF)           | 8       | 0          | 0          | 8     |
| Fiction Mystery (DFICM)           | 81      | 3          | 6          | 90    |
| Fiction New (DFICNEW)             | 320     | 6          | 20         | 346   |
| Fiction Science Fiction (DFICSF)  | 2       | 0          | 0          | 2     |
| Fiction Western (DFICW)           | 19      | 0          | 1          | 20    |
| Genealogy (DGENE)                 | 0       | 0          | 0          | 0     |
| Genealogy Mag (DGMAG)             | 0       | 0          | 0          | 0     |
| Graphic Novels (DGN)              | 102     | 6          | 9          | 117   |
| Hanging Bags (DHANG)              | 8       | 1          | 0          | 9     |
| ILL (DILL)                        | 43      | 7          | 2          | 52    |
| Internet (DINTER)                 | 759     | 0          | 0          | 759   |
| Juv. Audio book (DJAUDB)          | 25      | 0          | 0          | 25    |
| Juv. Biography (DJBIO)            | 26      | 1          | 1          | 28    |
| Juv. Book on CD (DJBKCD)          | 0       | 0          | 0          | 0     |
| Juv. Book on Tape (DJBKT)         | 0       | 0          | 0          | 0     |
| Juv. Compact Disc (DJCD)          | 21      | 1          | 1          | 23    |
| Juvenile Easy (DJE)               | 492     | 14         | 2          | 508   |
| Juv. Easy Non-fiction (DJENF)     | 39      | 0          | 0          | 39    |
| Juv. Easy Reader (DJER)           | 372     | 1          | 0          | 373   |
| Juv. Fiction (DJFIC)              | 439     | 20         | 5          | 464   |
| Juv. Holiday books (DJHOL)        | 161     | 6          | 0          | 167   |
| Juv. Magazine (DJMAG)             | 10      | 0          | 0          | 10    |
| Juv. Music Cassette (DJMC)        | 0       | 0          | 0          | 0     |
| Juv. Nonfiction (DJNF)            | 279     | 42         | 2          | 323   |
| Juv. Nonfic Text Bk (DJNFTB)      | 0       | 0          | 0          | 0     |
| Juv. Paperback fic (DJPBF)        | 0       | 0          | 0          | 0     |
| Juv. Professional Coll. (DJPRO)   | 0       | 0          | 0          | 0     |
| Juv. Reference (DJREF)            | 0       | 0          | 0          | 0     |
| Juv. Toddler (DJTOD)              | 115     | 1          | 0          | 116   |

|                                 |     |      |    |      |
|---------------------------------|-----|------|----|------|
| Large Print Fiction (DLPF)      | 185 | 11   | 0  | 196  |
| Large Print Nonfic (DLPNF)      | 8   | 0    | 0  | 8    |
| Magazine (DMAG)                 | 503 | 3    | 0  | 506  |
| Music Cassette (DMCAS)          | 0   | 0    | 0  | 0    |
| Nonfiction 000 (DNF000)         | 10  | 1    | 0  | 11   |
| Nonfiction 100 (DNF100)         | 21  | 4    | 0  | 25   |
| Nonfiction 200 (DNF200)         | 29  | 1    | 0  | 30   |
| Nonfiction 300 (DNF300)         | 52  | 3    | 1  | 56   |
| Nonfiction 400 (DNF400)         | 5   | 0    | 0  | 5    |
| Nonfiction 500 (DNF500)         | 19  | 0    | 0  | 19   |
| Nonfiction 600 (DNF600)         | 114 | 6    | 2  | 122  |
| Nonfiction 700 (DNF700)         | 46  | 8    | 0  | 54   |
| Nonfiction 800 (DNF800)         | 11  | 2    | 1  | 14   |
| Nonfiction 900 (DNF900)         | 69  | 3    | 3  | 75   |
| Nonfiction Blu-Ray (DNFBR)      | 3   | 0    | 0  | 3    |
| Nonfiction DVD (DNFDVD)         | 66  | 0    | 0  | 66   |
| Nonfiction (DNFIC)              | 1   | 0    | 0  | 1    |
| Nonfiction New (DNFNEW)         | 108 | 3    | 8  | 119  |
| Nonfiction VHS (DNFVHS)         | 0   | 0    | 0  | 0    |
| Oversize (DOVER)                | 0   | 0    | 0  | 0    |
| Professional Coll. (DPROF)      | 0   | 0    | 0  | 0    |
| Parent Shelf Juv. Fic (DPSJFic) | 0   | 0    | 0  | 0    |
| Parent Shelf Juv. NF (DPSJNF)   | 1   | 0    | 0  | 1    |
| Reference (DREF)                | 0   | 0    | 0  | 0    |
| Ref. Magazine (DRMAG)           | 0   | 0    | 0  | 0    |
| Reference Software (DRSW)       | 0   | 0    | 0  | 0    |
| Spanish Collection (DSPA)       | 8   | 0    | 0  | 8    |
| Software (DSWAR)                | 9   | 0    | 0  | 9    |
| Vertical File (DVF)             | 0   | 0    | 0  | 0    |
| VHS (DVHS)                      | 0   | 0    | 0  | 0    |
| YA Audio book (DYAUDB)          | 3   | 0    | 0  | 3    |
| YA Biography (DYAB)             | 11  | 0    | 0  | 11   |
| YA Books on CD (DYABKCD)        | 0   | 0    | 0  | 0    |
| YA Books on Tape (DYABKT)       | 0   | 0    | 0  | 0    |
| YA Fiction (DYAF)               | 98  | 6    | 8  | 112  |
| YA Music CD (DYACD)             | 0   | 0    | 0  | 0    |
| YA Nonfiction (DYANF)           | 80  | 0    | 0  | 80   |
| YA Paperback Fic (DYAPBF)       | 0   | 0    | 0  | 0    |
| Storage (DZSTO)                 | 4   | 1    | 0  | 5    |
|                                 |     |      |    |      |
| Award Winner JBIO (RAJBIO)      | 0   | 0    | 0  | 0    |
| Award Winner JE (RAJE)          | 0   | 0    | 0  | 0    |
| Award Winner JFIC (RAJFIC)      | 0   | 0    | 0  | 0    |
| Biography (RBIO)                | 3   | 39   | 0  | 42   |
| Blu-Ray (RBR)                   | 1   | 171  | 0  | 172  |
| Books on CD (RBKCD)             | 11  | 157  | 5  | 173  |
| Books on Tape (RBKT)            | 0   | 0    | 0  | 0    |
| Compact Disc (RCD)              | 4   | 217  | 4  | 225  |
| Digital Audiobooks (RDA)        | 0   | 27   | 0  | 27   |
| DVD (RDVD)                      | 57  | 2296 | 18 | 2371 |
| Equipment (REQP)                | 0   | 4    | 0  | 4    |
| See librarian (RERR)            | 0   | 0    | 0  | 0    |
| Express Book (REXP)             | 0   | 29   | 0  | 29   |
| Fiction (RFIC)                  | 20  | 449  | 7  | 476  |
| Fiction New (RFICNEW)           | 12  | 348  | 11 | 371  |

|                                 |    |      |   |      |
|---------------------------------|----|------|---|------|
| Genealogy (RGENE)               | 0  | 0    | 0 | 0    |
| Genealogy Mag (RGMAG)           | 0  | 0    | 0 | 0    |
| Gen. Milroy Coll (RGMIL)        | 0  | 0    | 0 | 0    |
| Graphic Novels (RGN)            | 2  | 129  | 0 | 131  |
| Hanging Bag (RHANG)             | 0  | 6    | 0 | 6    |
| ILL (RILL)                      | 1  | 92   | 1 | 94   |
| Internet (RINTER)               | 0  | 1242 | 0 | 1242 |
| Juv. Audio book (RJAUDB)        | 0  | 9    | 0 | 9    |
| Juv. Biography (RJBIO)          | 4  | 53   | 1 | 58   |
| Juv. Book on CD (RJBKCD)        | 0  | 0    | 0 | 0    |
| Juv. Book on Tape (RJBKT)       | 0  | 0    | 0 | 0    |
| Juv. Compact Disc (RJCD)        | 0  | 17   | 0 | 17   |
| Juvenile Easy (RJE)             | 8  | 495  | 0 | 503  |
| Juv. Easy Non-fiction (RJENF)   | 0  | 56   | 0 | 56   |
| Juv. Easy Reader (RJER)         | 13 | 201  | 0 | 214  |
| Juv. Fiction (RJFIC)            | 7  | 527  | 5 | 539  |
| Juv. Magazine (RJMAG)           | 0  | 1    | 0 | 1    |
| Juv. Music Cassette (RJMC)      | 0  | 0    | 0 | 0    |
| Juv. Nonfiction (RJNF)          | 4  | 447  | 5 | 456  |
| Juv. Paperback fic (RJPBF)      | 0  | 0    | 0 | 0    |
| Juv. Professional Coll. (RJPRO) | 0  | 0    | 0 | 0    |
| Juv. Reference (RJREF)          | 0  | 6    | 0 | 6    |
| Juv. Toddler (RJTOD)            | 0  | 78   | 0 | 78   |
| Large Print Fiction (RLPF)      | 17 | 191  | 1 | 209  |
| Large Print Nonfic (RLPNF)      | 0  | 5    | 0 | 5    |
| Magazine (RMAG)                 | 8  | 253  | 0 | 261  |
| Music Cassette (RMCAS)          | 0  | 0    | 0 | 0    |
| Non-Fiction 000 (RNF000)        | 1  | 7    | 0 | 8    |
| Non-Fiction 100 (RNF100)        | 1  | 33   | 0 | 34   |
| Non-Fiction 200 (RNF200)        | 1  | 34   | 0 | 35   |
| Non-Fiction 300 (RNF300)        | 9  | 67   | 2 | 78   |
| Non-Fiction 400 (RNF400)        | 1  | 2    | 0 | 3    |
| Non-Fiction 500 (RNF500)        | 0  | 18   | 1 | 19   |
| Non-Fiction 600 (RNF600)        | 23 | 129  | 8 | 160  |
| Non-Fiction 700 (RNF700)        | 6  | 70   | 1 | 77   |
| Non-Fiction 800 (RNF800)        | 3  | 8    | 2 | 13   |
| Non-Fiction 900 (RNF900)        | 7  | 41   | 2 | 50   |
| Nonfiction Blu-Ray (RNFBFR)     | 0  | 6    | 0 | 6    |
| Nonfiction DVD (RNFDVD)         | 14 | 168  | 0 | 182  |
| Nonfiction (RNFIC)              | 0  | 0    | 0 | 0    |
| Nonfiction new (RNFNEW)         | 15 | 104  | 8 | 127  |
| Nonfiction VHS (RNFVHS)         | 0  | 0    | 0 | 0    |
| Oversize (ROVER)                | 1  | 2    | 0 | 3    |
| Professional Coll. (RPRO)       | 0  | 2    | 0 | 2    |
| Reference (REF)                 | 0  | 0    | 0 | 0    |
| Reference Business (RREFB)      | 0  | 0    | 0 | 0    |
| Ref. Magazine (RRMAG)           | 0  | 0    | 0 | 0    |
| Ready Reference (RRR)           | 0  | 0    | 0 | 0    |
| Reference Software (RRSW)       | 0  | 0    | 0 | 0    |
| Spanish Collection (RSPA)       | 0  | 4    | 0 | 4    |
| Software (RSWAR)                | 0  | 16   | 0 | 16   |
| Vertical File (RVF)             | 0  | 1    | 0 | 1    |
| VHS (RVHS)                      | 0  | 0    | 0 | 0    |
| YA Audio book (RYAUDB)          | 0  | 6    | 0 | 6    |
| YA Biography (RYAB)             | 1  | 0    | 0 | 1    |



|                                  |    |     |      |      |
|----------------------------------|----|-----|------|------|
| YA Books on CD (RYABKCD)         | 0  | 0   | 0    | 0    |
| YA Books on Tape (RYABKT)        | 0  | 0   | 0    | 0    |
| YA Fiction (RYAF)                | 3  | 112 | 10   | 125  |
| YA Music CD (RYACD)              | 2  | 18  | 0    | 20   |
| YA Nonfiction (RYANF)            | 0  | 9   | 1    | 10   |
| YA Paperback Fic (RYAPBF)        | 0  | 0   | 0    | 0    |
| Storage (RZSTO)                  | 0  | 0   | 0    | 0    |
| Award Winner JE (WAJE)           | 0  | 0   | 0    | 0    |
| Biography (WBIO)                 | 7  | 2   | 8    | 17   |
| Blu-Ray (WBR)                    | 1  | 2   | 170  | 173  |
| Books on CD (WBKCD)              | 15 | 9   | 120  | 144  |
| Books on Tape (WBKT)             | 0  | 0   | 0    | 0    |
| Compact Disc (WCD)               | 4  | 10  | 104  | 118  |
| Digital Audiobooks (WDA)         | 0  | 0   | 25   | 25   |
| DVD (WDVD)                       | 24 | 18  | 1646 | 1688 |
| Equipment (WEQP)                 | 0  | 0   | 26   | 26   |
| See librarian (WERR)             | 0  | 0   | 0    | 0    |
| Express Book (WEXP)              | 0  | 0   | 10   | 10   |
| Fiction (WFIC)                   | 19 | 15  | 277  | 311  |
| Fiction Fantasy (WFICF)          | 0  | 3   | 9    | 12   |
| Fiction Mystery (WFICM)          | 4  | 6   | 40   | 50   |
| Fiction New (WFICNEW)            | 16 | 8   | 268  | 292  |
| Fiction Science Fiction (WFICSF) | 0  | 1   | 5    | 6    |
| Fiction Western (WFICW)          | 0  | 0   | 3    | 3    |
| Genealogy (WGENE)                | 0  | 0   | 0    | 0    |
| Genealogy Mag (WGMAG)            | 0  | 0   | 0    | 0    |
| Graphic Novels (WGN)             | 0  | 0   | 28   | 28   |
| Hanging Bags (WHANG)             | 0  | 1   | 4    | 5    |
| ILL (WILL)                       | 0  | 1   | 57   | 58   |
| Internet (WINTER)                | 0  | 0   | 309  | 309  |
| Juv. Audio book (WJAUDB)         | 2  | 0   | 13   | 15   |
| Juv. Biography (WJBIO)           | 3  | 2   | 12   | 17   |
| Juv. Book on CD (WJBKCD)         | 0  | 0   | 0    | 0    |
| Juv. Book on Tape (WJBKT)        | 0  | 0   | 0    | 0    |
| Juv. Compact Disc (WJCD)         | 1  | 0   | 18   | 19   |
| Juvenile Easy (WJE)              | 9  | 12  | 311  | 332  |
| Juv. Easy Non-fiction (WJENF)    | 0  | 0   | 34   | 34   |
| Juv. Easy Reader (WJER)          | 0  | 1   | 276  | 277  |
| Juv. Fiction (WJFIC)             | 12 | 6   | 313  | 331  |
| Juv. Magazine (WJMAG)            | 0  | 0   | 7    | 7    |
| Juv. Music Cassette (WJMC)       | 0  | 0   | 0    | 0    |
| Juv. Nonfiction (WJNF)           | 7  | 34  | 151  | 192  |
| Juv. Paperback fic (WJPBF)       | 0  | 0   | 0    | 0    |
| Juv. Professional Coll. (WJPRO)  | 0  | 0   | 0    | 0    |
| Juv. Reference (WJREF)           | 0  | 0   | 0    | 0    |
| Juv. Toddler (WJTOD)             | 2  | 1   | 108  | 111  |
| Large Print Fiction (WLPF)       | 9  | 2   | 83   | 94   |
| Large Print Nonfic (WLPNF)       | 1  | 0   | 2    | 3    |
| Magazine (WMAG)                  | 50 | 0   | 334  | 384  |
| Non-Fiction 000 (WNF000)         | 1  | 0   | 2    | 3    |
| Non-Fiction 100 (WNF100)         | 0  | 3   | 8    | 11   |
| Non-Fiction 200 (WNF200)         | 3  | 1   | 10   | 14   |
| Non-Fiction 300 (WNF300)         | 3  | 3   | 18   | 24   |
| Non-Fiction 400 (WNF400)         | 1  | 0   | 1    | 2    |



|                               |      |      |      |       |
|-------------------------------|------|------|------|-------|
| Non-Fiction 500 (WNF500)      | 0    | 0    | 3    | 3     |
| Non-Fiction 600 (WNF600)      | 7    | 5    | 55   | 67    |
| Non-Fiction 700 (WNF700)      | 1    | 1    | 15   | 17    |
| Non-Fiction 800 (WNF800)      | 0    | 0    | 2    | 2     |
| Non-Fiction 900 (WNF900)      | 8    | 8    | 39   | 55    |
| Nonfiction Blu-Ray (WNFBR)    | 0    | 0    | 1    | 1     |
| Nonfiction DVD (WNFDVD)       | 3    | 2    | 95   | 100   |
| Nonfiction (WNFIC)            | 0    | 0    | 0    | 0     |
| Nonfiction New (WNFNEW)       | 14   | 1    | 64   | 79    |
| Nonfiction VHS (WNFVHS)       | 0    | 0    | 0    | 0     |
| Professional Coll. (WPROF)    | 0    | 0    | 0    | 0     |
| Parent Shelf Juv. Fic (WPJF)  | 0    | 0    | 0    | 0     |
| Parent Shelf Juv. NF (WPSJNF) | 0    | 0    | 0    | 0     |
| Reference (WREF)              | 0    | 0    | 0    | 0     |
| Ref. Magazine (WRMAG)         | 0    | 0    | 0    | 0     |
| Reference Software (WRSWAR)   | 0    | 0    | 0    | 0     |
| Spanish Collection (WSPA)     | 0    | 0    | 15   | 15    |
| Software (WSWAR)              | 0    | 0    | 0    | 0     |
| Vertical File (WVF)           | 0    | 0    | 5    | 5     |
| VHS (WVHS)                    | 0    | 0    | 0    | 0     |
| YA Audio book (WYAUDB)        | 0    | 0    | 2    | 2     |
| YA Biography (WYAB)           | 0    | 0    | 2    | 2     |
| YA Books on CD (WYABKCD)      | 3    | 0    | 1    | 4     |
| YA Books on Tape (WYABKT)     | 0    | 0    | 0    | 0     |
| YA Fiction (WYAF)             | 13   | 7    | 138  | 158   |
| YA Music CD (WYACD)           | 0    | 0    | 0    | 0     |
| YA Nonfiction (WYANF)         | 2    | 3    | 6    | 11    |
| YA Paperback Fic (WYAPBF)     | 0    | 0    | 0    | 0     |
| Storage (WZSTO)               | 0    | 0    | 0    | 0     |
| TOTAL                         | 7542 | 8793 | 5448 | 21783 |

**CIRCULATION BY HOLDINGS CODE**  
**November 2015**

| ITEM CODE                         | DEMOTTE | RENSSELAER | WHEATFIELD | TOTAL |
|-----------------------------------|---------|------------|------------|-------|
| Award Winner JBIO (AJBIO)         | 0       | 0          | 0          | 0     |
| Award Winner JE (AJE)             | 0       | 0          | 0          | 0     |
| Award Winner JFIC (AJFIC)         | 24      | 3          | 0          | 27    |
| Award Winner JNF (AJNF)           | 0       | 0          | 0          | 0     |
| Award Winner JPFIC (AJPF)         | 0       | 0          | 0          | 0     |
| Award Winning fiction (AWFIC)     | 0       | 0          | 0          | 0     |
| Award Winning non-fiction (AWNFI) | 0       | 0          | 0          | 0     |
| Award Winner YAFIC (AYAF)         | 0       | 0          | 0          | 0     |
| Award Winner YAPFIC (YAYPBF)      | 0       | 0          | 0          | 0     |
| Biography (BIO)                   | 42      | 45         | 9          | 96    |
| Blu-Ray (BR)                      | 99      | 179        | 172        | 450   |
| Books on CD (BKCD)                | 185     | 176        | 126        | 487   |
| Books on Tape (BKT)               | 0       | 0          | 0          | 0     |
| Compact Disc (CD)                 | 188     | 237        | 112        | 537   |
| Digital Audiobooks (DA)           | 16      | 27         | 27         | 70    |
| DVD (DVD)                         | 1194    | 2331       | 1669       | 5194  |
| Equipment (EQP)                   | 48      | 4          | 26         | 78    |
| See librarian (ERR)               | 0       | 0          | 0          | 0     |

|                                 |     |      |     |      |
|---------------------------------|-----|------|-----|------|
| Express Book (EXP)              | 33  | 29   | 10  | 72   |
| Fiction (FIC)                   | 592 | 482  | 300 | 1374 |
| Fiction Fantasy (FICF)          | 8   | 3    | 9   | 20   |
| Fiction Mystery (FICM)          | 85  | 9    | 46  | 140  |
| Fiction New (FICNEW)            | 348 | 362  | 299 | 1009 |
| Fiction Science Fiction (FICSF) | 2   | 1    | 5   | 8    |
| Fiction Western (FICW)          | 19  | 0    | 4   | 23   |
| Genealogy (GENE)                | 0   | 0    | 0   | 0    |
| Genealogy Mag (GMAG)            | 0   | 0    | 0   | 0    |
| Gen. Milroy Coll (GMIL)         | 0   | 0    | 0   | 0    |
| Graphic Novels (GN)             | 104 | 135  | 37  | 276  |
| Hanging Bags (HANG)             | 8   | 8    | 4   | 20   |
| ILL (ILL)                       | 44  | 100  | 60  | 204  |
| Internet (INTR)                 | 759 | 1242 | 309 | 2310 |
| Juv. Audio book (JAUDB)         | 27  | 9    | 13  | 49   |
| Juv. Biography (JBIO)           | 33  | 56   | 14  | 103  |
| Juv. Book on CD (JBOD)          | 0   | 0    | 0   | 0    |
| Juv. Book on Tape (JBKT)        | 0   | 0    | 0   | 0    |
| Juv. Compact Disc (JCD)         | 22  | 18   | 19  | 59   |
| Juvenile Easy (JE)              | 509 | 521  | 313 | 1343 |
| Juv. Easy Non-Fiction (JENF)    | 39  | 56   | 34  | 129  |
| Juv. Easy Reader (JER)          | 385 | 203  | 276 | 864  |
| Juv. Fiction (JFIC)             | 458 | 553  | 323 | 1334 |
| Juv. Holiday (JHOL)             | 161 | 6    | 0   | 167  |
| Juv. Magazine (JMAG)            | 10  | 1    | 7   | 18   |
| Juv. Music Cassette (JMC)       | 0   | 0    | 0   | 0    |
| Juv. Nonfiction (JNF)           | 290 | 523  | 158 | 971  |
| Juv. Nonfic Text Bk (JNFT)      | 0   | 0    | 0   | 0    |
| Juv. Paperback fic (JPBF)       | 0   | 0    | 0   | 0    |
| Juv. Professional Coll. (JPRO)  | 0   | 0    | 0   | 0    |
| Juv. Reference (JREF)           | 0   | 6    | 0   | 6    |
| Juv. Toddler (JTOD)             | 117 | 80   | 108 | 305  |
| Large Print Fiction (LPF)       | 211 | 204  | 84  | 499  |
| Large Print Nonfic (LPNF)       | 9   | 5    | 2   | 16   |
| Magazine (MAG)                  | 561 | 256  | 334 | 1151 |
| Music Cassette (MCAS)           | 0   | 0    | 0   | 0    |
| Non-Fiction 000 (NF000)         | 12  | 8    | 2   | 22   |
| Non-Fiction 100 (NF100)         | 22  | 40   | 8   | 70   |
| Non-Fiction 200 (NF200)         | 33  | 36   | 10  | 79   |
| Non-Fiction 300 (NF300)         | 64  | 73   | 21  | 158  |
| Non-Fiction 400 (NF400)         | 7   | 2    | 1   | 10   |
| Non-Fiction 500 (NF500)         | 19  | 18   | 4   | 41   |
| Non-Fiction 600 (NF600)         | 144 | 140  | 65  | 349  |
| Non-Fiction 700 (NF700)         | 53  | 79   | 16  | 148  |
| Non-Fiction 800 (NF800)         | 14  | 10   | 5   | 29   |
| Non-Fiction 900 (NF900)         | 84  | 52   | 44  | 180  |
| Non-Fiction Blu-Ray (NFBR)      | 0   | 0    | 0   | 0    |
| Non-Fiction DVD (NFDVD)         | 83  | 170  | 95  | 348  |
| Nonfiction (NFIC)               | 1   | 0    | 0   | 1    |
| Nonfiction New (NFNEW)          | 137 | 108  | 80  | 325  |
| Nonfiction VHS (NFVH)           | 0   | 0    | 0   | 0    |
| Oversize (OVER)                 | 1   | 2    | 0   | 3    |
| Professional Coll. (PROF)       | 0   | 2    | 0   | 2    |
| Parent Shelf Juv. Fic (PJF)     | 0   | 0    | 0   | 0    |
| Parent Shelf Juv. NF (PSJNF)    | 1   | 0    | 0   | 1    |

|                            |      |      |      |       |
|----------------------------|------|------|------|-------|
| Reference (REF)            | 44   | 99   | 69   | 212   |
| Reference Business (REFB)  | 0    | 0    | 0    | 0     |
| Ref. Magazine (RMAG)       | 0    | 0    | 0    | 0     |
| Ready Reference (RRR)      | 0    | 0    | 0    | 0     |
| Reference Software (RSWAR) | 0    | 0    | 0    | 0     |
| Spanish Collection (SPA)   | 8    | 4    | 15   | 27    |
| Software (SWAR)            | 9    | 16   | 0    | 25    |
| Vertical File (VF)         | 0    | 1    | 5    | 6     |
| VHS                        | 0    | 0    | 0    | 0     |
| YA Audio book (YAUDB)      | 3    | 6    | 2    | 11    |
| YA Biography (YAB)         | 12   | 0    | 2    | 14    |
| YA Books on CD (YABKCD)    | 3    | 0    | 1    | 4     |
| YA Books on Tape (YABKT)   | 0    | 0    | 0    | 0     |
| YA Fiction (YAF)           | 114  | 125  | 156  | 395   |
| YA Music CD (YACD)         | 2    | 18   | 0    | 20    |
| YA Nonfiction (YANF)       | 82   | 12   | 7    | 101   |
| YA Paperback Fic (YAPBF)   | 0    | 0    | 0    | 0     |
| Storage (ZSTO)             | 4    | 1    | 0    | 5     |
|                            |      |      |      | 0     |
| Free reads                 | 502  | 224  | 56   | 782   |
| Games/Puzzles              | 5    | 14   | 0    | 19    |
| Talking books              | 0    | 0    | 0    | 0     |
| Assignment Shelf Books     | 0    | 0    | 0    | 0     |
| TOTAL                      | 8093 | 9130 | 5573 | 22796 |

|                                      | DeMotte | Rensselaer | Wheatfield |       |
|--------------------------------------|---------|------------|------------|-------|
| <b>ADULT BOOKS</b>                   |         |            |            |       |
| Fiction                              | 1804    | 1315       | 813        | 3932  |
| Nonfiction                           | 738     | 823        | 411        | 1972  |
| <b>CHILDREN'S BOOKS</b>              |         |            |            |       |
| Fiction                              | 1493    | 1360       | 1020       | 3873  |
| Nonfiction                           | 524     | 647        | 206        | 1377  |
| <b>YA BOOKS</b>                      |         |            |            |       |
| Fiction                              | 218     | 260        | 193        | 671   |
| Nonfiction                           | 94      | 12         | 9          | 115   |
| Magazines, Adult                     | 561     | 256        | 334        | 1151  |
| Magazines, Children                  | 10      | 1          | 7          | 18    |
| Sound Recordings, adult              | 395     | 446        | 268        | 1109  |
| Sound Recordings, ch                 | 59      | 53         | 36         | 148   |
| Online databases                     | 0       | 0          | 0          | 0     |
| Software                             | 9       | 16         | 0          | 25    |
| Vertical file                        | 0       | 1          | 5          | 6     |
| VHS/DVD/Blu-Ray                      | 1376    | 2680       | 1936       | 5992  |
| Equipment                            | 48      | 4          | 26         | 78    |
| Total                                | 7329    | 7874       | 5264       | 20467 |
| <b>A-V Circulation</b>               | 1839    | 3195       | 2240       | 7274  |
| <b>A-V Circulation as % of total</b> | 25.1%   | 40.6%      | 42.6%      | 35.5% |

## November 2015

| DEMOTTE |          |        | RENSSELAER |          |        | WHEATFIELD |          |        |       |
|---------|----------|--------|------------|----------|--------|------------|----------|--------|-------|
| Added   | Withdrew | Circu- | Added      | Withdrew | Circu- | Added      | Withdrew | Circu- | Total |
| Vols.   | Vols.    | lation | Vols.      | Vols.    | lation | Vols.      | Vols.    | lation | Circ. |

|                   |     |     |              |    |     |              |    |     |            |              |
|-------------------|-----|-----|--------------|----|-----|--------------|----|-----|------------|--------------|
| <b>Fiction</b>    | 152 | 4   | <b>1,804</b> | 78 | 163 | <b>1,315</b> | 89 | 2   | <b>813</b> | <b>3,932</b> |
| <b>Nonfiction</b> | 55  | 219 | <b>738</b>   | 59 | 144 | <b>823</b>   | 28 | 522 | <b>411</b> | <b>1,972</b> |

|                   |    |   |              |    |   |              |    |   |              |              |
|-------------------|----|---|--------------|----|---|--------------|----|---|--------------|--------------|
| <b>Fiction</b>    | 24 | 5 | <b>1,493</b> | 34 | 2 | <b>1,360</b> | 46 | 4 | <b>1,020</b> | <b>3,873</b> |
| <b>Nonfiction</b> | 11 | 0 | <b>524</b>   | 6  | 1 | <b>647</b>   | 9  | 0 | <b>206</b>   | <b>1,377</b> |

|                         |     |     |              |     |     |              |     |     |              |               |
|-------------------------|-----|-----|--------------|-----|-----|--------------|-----|-----|--------------|---------------|
| <b>Fiction</b>          | 8   | 0   | <b>218</b>   | 6   | 56  | <b>260</b>   | 4   | 0   | <b>193</b>   | <b>671</b>    |
| <b>Nonfiction</b>       | 2   | 0   | <b>94</b>    | 1   | 116 | <b>12</b>    | 0   | 0   | <b>9</b>     | <b>115</b>    |
| <b>Magazines,Adult</b>  |     |     | <b>561</b>   |     |     | <b>256</b>   |     |     | <b>334</b>   | <b>1,151</b>  |
| <b>Magazines, Child</b> |     |     | <b>10</b>    |     |     | <b>1</b>     |     |     | <b>7</b>     | <b>18</b>     |
| <b>Games, Toys</b>      |     |     |              |     |     |              |     |     |              | <b>0</b>      |
| <b>Sound Rec/Adult</b>  | 23  | 0   | <b>395</b>   | 20  | 1   | <b>446</b>   | 16  | 0   | <b>268</b>   | <b>1,109</b>  |
| <b>Sound Rec/Child</b>  | 3   | 0   | <b>59</b>    | 5   | 22  | <b>53</b>    | 0   | 0   | <b>36</b>    | <b>148</b>    |
| <b>Online Databases</b> | 0   | 0   | <b>0</b>     | 0   | 0   | <b>0</b>     | 0   | 0   | <b>0</b>     | <b>0</b>      |
| <b>Software</b>         | 0   | 1   | <b>9</b>     | 0   | 0   | <b>16</b>    | 0   | 0   | <b>0</b>     | <b>25</b>     |
| <b>Vertical Files</b>   | 0   | 0   | <b>0</b>     | 0   | 0   | <b>1</b>     | 0   | 0   | <b>5</b>     | <b>6</b>      |
| <b>VHS/DVD/BluRay</b>   | 37  | 0   | <b>1,376</b> | 90  | 3   | <b>2,680</b> | 33  | 0   | <b>1,936</b> | <b>5,992</b>  |
| <b>Equipment</b>        |     |     | <b>48</b>    |     |     | <b>4</b>     |     |     | <b>26</b>    | <b>78</b>     |
| <b>TOTAL</b>            | 315 | 229 | <b>7,329</b> | 299 | 508 | <b>7,874</b> | 225 | 528 | <b>5,264</b> | <b>20,467</b> |

| END OF MONTH:                 | DEMOTTE | RENSSELAER | WHEATFIELD |
|-------------------------------|---------|------------|------------|
| Total Materials Owned         | 78,142  | 75,391     | 57,652     |
| Circulation Increase/Decrease | -9.0%   | -15.0%     | -4.2%      |

| MONTHLY SYSTEM STATISTICS   | 2014    | 2015    | % change |
|-----------------------------|---------|---------|----------|
| Current month's Circulation | 22,813  | 20,467  | -10.3%   |
| Jan. to date circulation    | 261,415 | 259,121 | -0.9%    |

| DEMOTTE COLLECTION                                                           |              | RENSSELAER COLLECTION |              | WHEATFIELD COLLECTION |                              |
|------------------------------------------------------------------------------|--------------|-----------------------|--------------|-----------------------|------------------------------|
| Start of Month                                                               | End of Month | Start of Month        | End of Month | Start of Month        | End of Month                 |
| Volumes                                                                      | Volumes      | Volumes               | Volumes      | Volumes               | Volumes                      |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX |              |                       |              |                       |                              |
|                                                                              |              |                       |              |                       | <b>ADULT BOOKS</b>           |
| 21,003                                                                       | 21,151       | 14,825                | 14,740       | 16,080                | 16,167 <b>Fiction</b>        |
| 20,635                                                                       | 20,471       | 21,136                | 21,051       | 10,338                | 9,844 <b>Nonfiction</b>      |
|                                                                              |              |                       |              |                       | <b>CHILDREN'S BKS</b>        |
| 15,356                                                                       | 15,375       | 13,779                | 13,811       | 11,992                | 12,034 <b>Fiction</b>        |
| 8,643                                                                        | 8,654        | 7,174                 | 7,179        | 6,288                 | 6,297 <b>Nonfiction</b>      |
|                                                                              |              |                       |              |                       | <b>YA BOOKS</b>              |
| 2,473                                                                        | 2,481        | 3,192                 | 3,142        | 2,729                 | 2,733 <b>Fiction</b>         |
| 610                                                                          | 612          | 691                   | 576          | 152                   | 152 <b>Nonfiction</b>        |
|                                                                              |              |                       |              |                       | 0 <b>Magazines,Adult</b>     |
|                                                                              |              |                       |              |                       | 0 <b>Magazines, Child</b>    |
| 0                                                                            | 0            | 20                    | 20           | 0                     | 0 <b>Games, Toys</b>         |
| 3,727                                                                        | 3,750        | 4,353                 | 4,372        | 4,302                 | 4,318 <b>Sound Rec/Adult</b> |
| 612                                                                          | 615          | 672                   | 655          | 893                   | 893 <b>Sound Rec/Child</b>   |
| 18                                                                           | 18           | 29                    | 29           | 7                     | 7 <b>Online Databases</b>    |
| 210                                                                          | 209          | 224                   | 224          | -11                   | -11 <b>Software</b>          |
| -60                                                                          | -60          |                       | 0            | 4                     | 4 <b>Vertical Files</b>      |
| 4,711                                                                        | 4,748        | 9,363                 | 9,450        | 5,124                 | 5,157 <b>VHS/DVD/Blu-ray</b> |
| 118                                                                          | 118          | 142                   | 142          | 57                    | 57 <b>Equipment</b>          |
| 78,056                                                                       | 78,142       | 75,600                | 75,391       | 57,955                | 57,652 <b>TOTAL</b>          |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX |              |                       |              |                       |                              |

# JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

## November 2015

|                                    | DeMotte |      | Rensselaer |      | Wheatfield |      | TOTAL | HOURS<br>SPENT |
|------------------------------------|---------|------|------------|------|------------|------|-------|----------------|
|                                    |         | Hrs. |            | Hrs. |            | Hrs. |       |                |
| INTRALIBRARY LOANS FILLED          | 192     | 42   | 181        | 39   | 254        | 55   | 627   | 136            |
| LOCAL HISTORY                      |         |      |            |      |            |      |       |                |
| In person                          | 0       | 0    | 46         | 13   | 0          | 0    | 46    | 13             |
| Letters written                    | 2       | 2    | 1          | 1    | 0          | 0    | 3     | 3              |
| IN-HOUSE USE - HARDWARE/SOFTWARE   |         |      |            |      |            |      |       |                |
| Internet use-Wired                 | 759     | 32   | 1242       | 52   | 309        | 13   | 2310  | 96             |
| Internet use-Wireless              | 2160    |      | 3060       |      | 870        |      | 6090  |                |
| Computer software used             | 130     | 11   | 114        | 10   | 50         | 4    | 294   | 25             |
| VCR Use                            | 0       | 0    | 0          | 0    | 1          | 0    | 1     | 0              |
| Microforms                         | 1       | 0    | 5          | 1    | 0          | 0    | 6     | 1              |
| CD ROM/Online databases            | 105     | 9    | 130        | 11   | 98         | 8    | 333   | 28             |
| Typewriter use                     | 1       | 0    | 0          | 0    | 0          | 0    | 1     | 0              |
| Other equipment used               | 1       | 0    | 41         | 14   | 8          | 3    | 50    | 17             |
| OTHER LIBRARY SERVICES USED        |         |      |            |      |            |      |       |                |
| One-on-One Instruction             | 0       |      | 7          |      | 0          |      | 7     |                |
| Outreach activities                | 51      | 51   | 17         | 11   | 0          | 0    | 68    | 45             |
| Notarized documents                | 0       | 0    | 14         | 4    | 2          | 1    | 16    | 4              |
| Meeting Room Use (no. of group)    | 37      | 12   | 41         | 14   | 33         | 11   | 111   | 37             |
| Study room use                     | 27      | 2    | 54         | 5    | 45         | 4    | 126   | 11             |
| Proctoring                         | 2       | 1    | 2          | 1    | 0          | 0    | 4     | 2              |
| Tax Forms distributed              | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0              |
| Pull Requests                      | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0              |
| E-books downloaded                 |         |      |            |      |            |      | 1392  |                |
| IN-HOUSE USE ITEMS                 | 76      |      | 542        |      | 86         |      | 704   |                |
| SELF-CHECKOUT USE                  | 136     |      | 815        |      | 313        |      | 1264  |                |
| INTERLIBRARY LOANS                 |         |      |            |      |            |      |       |                |
| Requests made for:                 | 51      | 13   | 82         | 21   | 55         | 14   | 188   | 47             |
| Items rec'd for:                   | 44      | 22   | 99         | 50   | 69         | 35   | 212   | 106            |
| Items requested by other libraries | 0       |      | 0          |      | 0          |      | 0     |                |
| Items supplied to other libraries  | 0       | 0    | 0          | 0    | 0          | 0    | 0     | 0              |

## REGISTRATIONS

|                             |      |       |      |       |
|-----------------------------|------|-------|------|-------|
| Total Borrowers             | 7898 | 10463 | 4938 | 23299 |
| Non-resident, paying        | 1    | 0     | 0    | 1     |
| PLAC card users             | 0    | 3     | 0    | 3     |
| Reciprocal borrowers        | 323  | 472   | 132  | 927   |
| Number of New Patrons Added | 39   | 33    | 23   |       |

## PROGRAMS

| DeMotte | Rensselaer | Wheatfield | TOTAL | HOURS<br>SPENT |
|---------|------------|------------|-------|----------------|
| Hrs.    | Hrs.       | Hrs.       |       |                |

|                                            |            |            |            |            |            |            |            |            |
|--------------------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|
| <b>Programs for all ages</b>               | 2          | 12         | 3          | 18         | 0          | 0          | 5          | 30         |
| <b>Children's Programs (0-13)</b>          | 8          | 48         | 25         | 150        | 13         | 78         | 46         | 276        |
| <b>Number attending</b>                    | 47         |            | 170        |            | 198        |            | 415        |            |
| <b>YA Programs (14-17)</b>                 | 2          | 12         | 1          | 6          | 3          | 18         | 6          | 36         |
| <b>Number attending</b>                    | 14         |            | 9          |            | 9          |            | 32         |            |
| <b>Adult Programs</b>                      | 5          | 30         | 9          | 54         | 1          | 6          | 15         | 90         |
| <b>Number attending</b>                    | 101        |            | 59         |            | 37         |            | 197        |            |
| <b>Senior Citizen Programs</b>             | 12         | 72         | 3          | 18         | 3          | 18         | 18         | 108        |
| <b>Number attending</b>                    | 91         |            | 29         |            | 15         |            | 135        |            |
| <b>Total Number of Programs</b>            | <b>29</b>  | <b>174</b> | <b>41</b>  | <b>246</b> | <b>20</b>  | <b>120</b> | <b>90</b>  | <b>540</b> |
| <b>Total Persons Attending</b>             | <b>253</b> |            | <b>267</b> |            | <b>259</b> |            | <b>779</b> |            |
| <b>Total Attending Same Month Last Yr.</b> | 397        |            | 196        |            | 311        |            | 904        |            |
| <b>Total Staff Hours Spent</b>             |            | 371        |            | 490        |            | 267        | 1127       | 1110       |
| <b>Total Number of In-House Program</b>    | <b>26</b>  |            | <b>40</b>  |            | <b>16</b>  |            | <b>82</b>  |            |
| <b>Total Attendance</b>                    | <b>236</b> |            | <b>250</b> |            | <b>99</b>  |            | <b>585</b> |            |
| <b>Total Number of Outreach Program</b>    | <b>3</b>   |            | <b>1</b>   |            | <b>4</b>   |            | <b>8</b>   |            |
| <b>Total Attendance</b>                    | <b>17</b>  |            | <b>17</b>  |            | <b>160</b> |            | <b>194</b> |            |

### CIRCULATION BY PATRON CODE

| PATRONS                                | DeMotte         |               | Rensselaer      |               | Wheatfield      |               | ALL LIBRARIES   |               |
|----------------------------------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|
|                                        | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total | Items<br>Loaned | % of<br>Total |
| Adult                                  | 5532            | 75.9%         | 5281            | 67.8%         | 3582            | 69.0%         | 14395           | 71.0%         |
| Corporate                              | 3               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 3               | 0.0%          |
| Juvenile 0-11                          | 22              | 0.3%          | 172             | 2.2%          | 28              | 0.5%          | 222             | 1.1%          |
| Juvenile-AV                            | 666             | 9.1%          | 926             | 11.9%         | 482             | 9.3%          | 2074            | 10.2%         |
| Nonresident No Fee                     | 0               | 0.0%          | 0               | 0.0%          | 8               | 0.2%          | 8               | 0.0%          |
| Nonresident Fee                        | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| PLAC (state library card)              | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          |
| Reciprocal Adult                       | 202             | 2.8%          | 332             | 4.3%          | 236             | 4.5%          | 770             | 3.8%          |
| Reciprocal Juvenile                    | 3               | 0.0%          | 0               | 0.0%          | 0               | 0.0%          | 3               | 0.0%          |
| Reciprocal Juvenile AV                 | 0               | 0.0%          | 27              | 0.3%          | 9               | 0.2%          | 36              | 0.2%          |
| Reciprocal YA                          | 1               | 0.0%          | 2               | 0.0%          | 0               | 0.0%          | 3               | 0.0%          |
| Reciprocal YA AV                       | 0               | 0.0%          | 2               | 0.0%          | 0               | 0.0%          | 2               | 0.0%          |
| School                                 | 0               | 0.0%          | 6               | 0.1%          | 0               | 0.0%          | 6               | 0.0%          |
| School AV                              | 0               | 0.0%          | 12              | 0.2%          | 0               | 0.0%          | 12              | 0.1%          |
| St. Joseph College                     | 0               | 0.0%          | 32              | 0.4%          | 0               | 0.0%          | 32              | 0.2%          |
| Staff                                  | 560             | 7.7%          | 572             | 7.3%          | 541             | 10.4%         | 1673            | 8.3%          |
| Walking books                          | 72              | 1.0%          | 173             | 2.2%          | 0               | 0.0%          | 245             | 1.2%          |
| YA 12-17                               | 10              | 0.1%          | 19              | 0.2%          | 14              | 0.3%          | 43              | 3.7%          |
| YA-AV                                  | 219             | 3.0%          | 233             | 3.0%          | 295             | 5.7%          | 747             | 3.7%          |
| <b>Total</b>                           | <b>7290</b>     |               | <b>7789</b>     |               | <b>5195</b>     |               | <b>20274</b>    |               |
| <br>All items borrowed by nonresidents | <br>206         | <br>2.8%      | <br>413         | <br>5.3%      | <br>253         | <br>4.9%      | <br>872         | <br>4.3%      |



**Salary Ordinance 2015  
Updated 12/14/15**

| <b>Name</b>       | <b>Classification</b> | <b>Hrly Wage</b> | <b>Start Date</b> | <b>Hrs Worked</b> | <b>Library</b> |
|-------------------|-----------------------|------------------|-------------------|-------------------|----------------|
| Patty Eenigenburg | Clerk                 |                  | 12/1/15           | 19                | D              |
| Carlie Guritz     | Clerk                 |                  | 12/1/15           | 19                | D              |
| Brandi Birchett   | Clerk                 |                  | 12/1/15           | 13                | D              |
| Open Position     | Clerk                 |                  | 12/1/15           | 14                | D              |

We have reallocated clerk hours at DeMotte Library. Denise Havens no longer works for the library. As her position is now open (we are actively seeking a replacement), this was a good time to reallocate hours for each of these positions in to an arrangement that works better for library scheduling.

DeMotte has a total of 65 clerk hours. This total has not changed. The allocation between the four clerk positions has changed as detailed above.

Previously Patty E. worked 17 hours per week; Carlie worked 12; Brandi worked 12; and Denise worked 24.

We have examined and approved the changes to the 2015 Jasper County Public Library Salary Ordinance. Dated 12/1/15.

|                         |                           |
|-------------------------|---------------------------|
| <u>Deanna K. George</u> | <u>Timothy N. Schultz</u> |
| <u>Natalie Waling</u>   | _____                     |
| <u>Janet Amley</u>      | _____                     |
| <u>M.L. 2190</u>        |                           |

## Director's Report November 2015

***I will be collecting Board binders at the conclusion of the December Board meeting so that I may insert information you will need for 2016 and remove unnecessary pages. I will return your binders to you at the January meeting.-Patty***

### **Consent Agenda:**

You will be approving the minutes of the November Board meeting, bills, and financial reports.

2015 Salary Ordinance Update: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2015 Salary Ordinance.**

Policies: There are no policies scheduled to be reviewed this month.

### **General Business:**

Indiana Statewide Remote Circulation System (SRCS): Jasper County Public Library has been invited to participate in a new Indiana State Library initiative, the Indiana Statewide Remote Circulation System (SRCS). The Indiana State Library explains, "the purpose of SRCS is to offer a virtual Indiana union catalog for participating libraries through which patrons can request materials from other participating library systems and have them delivered via the InfoExpress courier to their local library. SRCS creates a virtual union catalog which will show the current, accurate holdings of all the participating libraries in Indiana. Patron can see what libraries in the state actually own, and can place unmediated requests for permitted materials. There are a number of positive benefits to this type of system, including:

- Breaking down the silos that have grown up between various library types in the state (i.e. between academic and public libraries or between different public libraries);
- Extending user discovery and patron-initiated access to materials beyond their local libraries collection;
- Reducing the need for expensive staff mediated interlibrary processing;
- Transferring the bulk of the current mediated ILL volume to existing, less expensive, circulation processes.
- Reduce turnaround time by removing the need for staff mediation;

At the present time there is no cost to the participating libraries for this service. The State Library has agreed to pay for the setup and annual connection fee for all participants. Support will be continued if participation and use warrant it and if continuing funding can be found. Plans are for the State Library to determine interest for participation between now and the end of January 2016, and to roll out the initial instance of the statewide SRCS service in the second quarter of 2016." I recommend that Jasper County Public Library participate in this new service and submit a Letter of Intent. It would be a very good thing to make our collection available to users outside of our district (increased circulation statistics) and also provide access for our patrons to materials located in libraries around the state, materials that we do not currently own. A board vote is required.

2016 Salary Increase: A board vote is required to implement a salary increase for staff in 2016.

PLA Conference Request: I am requesting permission to send up to four staff to PLA in Denver, Colorado April 6-9, 2016. We have budgeted for four attendees – conference fees, airfare, and other travel expenses. This is a valuable national conference held every other year. A board vote is required.

Election of Officers: You will be electing your slate of officers for 2016. If you wish to proceed with the slate of officers presented at the November meeting, you will need to move to elect the slate of officers as presented: President- Jody Melton, Vice-President- Deana George, Secretary- Natalie Waling, Treasurer- Mark Heinig, and Assistant Treasurer- Janelle Harper.

End of December Board Meeting: Board members are tentatively scheduled to meet Tuesday, December 29, 2015 at 9am at the Rensselaer Library to approve year-end bills, transfers, and encumbrances. Janet Umlauf, Jody Melton, and Mark Heinig have indicated that they will be attending. We need at least four members to attend to make a quorum. Who else is available? We also need to firm up the tentative date/time so that we may officially announce the meeting.

### **Director's Report:**

In December of each year we typically determine an amount to transfer from line 3.94 of our Operating Budget to our Library Improvement Reserve Fund. Since we purchased the house in DeMotte this year we do not recommend transferring any amount from line 3.94 of our Operating Budget to the Library Improvement Reserve Fund.

We have painted some accent walls in the DeMotte Library staff workroom with stunning results. A burgundy color was selected and looks terrific. We will now bring this color out into the public areas, painting the same accent color on a few

soffits, tying together patron and staff areas. The color selected compliments the library carpeting. I will bring a color swatch to our December meeting so that you can get a sense of color.

Indiana Celebrates its Bicentennial in 2016 and many library events are planned throughout next year. Bicentennial events will kick-off with a food event at each library on December 11, 2015. Indiana shaped cookies will be available at DeMotte and Wheatfield while Rensselaer will have an Indiana shaped cake. Other celebratory plans for upcoming months include dramatic portrayals, displays, raffles, author visits, history programs, story times, scavenger hunts, book discussions, map the torch, trivia contests, and after school programs. I am partnering with the new Community Relations Specialist at CDC Resources on a program that will have CDC consumers learning about photography and displaying their bicentennial-related art at each of our libraries. A Jasper County chant, inspired by the Indiana Chant, will be written to help all of us learn more about and celebrate the uniqueness of our county.

We've made arrangements to winterize the DeMotte house – draw water from water pipes, drain the water heater, drain the well pressure tank, and put antifreeze in all drain traps. We have no plans for this house to be a dwelling place, but it seemed prudent to ensure that the house is buttoned up for winter. The cost to do so is very minimal.

The Marketing Committee provided their annual report to the Management Team in November. In 2015 JCPL participated in/promoted the following events: Kindergarten Registration at Wheatfield, DeMotte Home & Garden Expo, National Library Week, Earth Day, Jasper County Fair, DeMotte Back to School Fair, National Library Card Sign-up Month, Wheatfield Sandhill Crane Festival, and Banned Books Week. Actions included booths, contests, crafts, story times, drawings, and games. Imprinted marketing items given to patrons included – magnets, mood pencils, cool clips, absorbent stone coasters, and travel cups.

Long Range Plan/Technology Plan Update- Since my last report to you we have accomplished the following: offered a music program at DeMotte Library; created and launched the student portal; held the Rensselaer Fall Festival; offered programming with Little Bits technology; held Library Card Sign-Up activities; offered a Heroes Tree Program; celebrated the 10<sup>th</sup> Birthday of Wheatfield Library; embarked upon numerous collaborative activities with local agencies and libraries; offered, attended and supported Books to Bridge the Region events; attended various counterparts meetings; attended The Difference is You, ILF and TLCU, and Internet Librarian Conferences; launched the Digital Access Card service; attended Chamber & Rotary meetings; offered a special workshop for students at St. Augustine School; attended KV Reading Council meeting; assisted with Princess/Pirate Chamber Program; made various class/pre-school visits; created video tutorials for our digital access card and student portal; did

various radio spots to promote services; did a food drive associated with the Wheatfield Library birthday party; digitized our yearbooks; planned and held staff development day; offered a World's Fair Program; made various Facebook posts; began to engage with teens via Instagram; received great coverage in the KV Post News and Rensselaer Republican regarding programs/services; hosted Rensselaer Historical Society art displays at Rensselaer Library; offered author visits and DNA/Ancestry Programs; offered Adult Coloring programs and Computer Technology classes; offered blood pressure and health screenings; helped Cub Scouts learn about local history; made various Pinterest pins, encouraged staff with Positivity activities; replaced staff LCD projector at Rensselaer; purchased new laptops for mobile lab; switched credit card processors; purchased 21 new PCs to replace the oldest in the system; purchased 4 hard drives to increase the storage space in the DeMotte server; created Good Reads account for JCPL; began uploading HS yearbooks and other notable items to Internet Archive; viewed various webinars; trained staff on Mobile Maker Spaces.

Many staff attended the Indiana Library Federation Conference in Indianapolis and were energized with new ideas. We are appreciative of the opportunity to attend.

Books to Bridge events ended in November. It was another successful literacy program. Linda Poortenga is our library representative serving on the Books to Bridge Planning Committee.

### **System Administrator News**

Sheila attended ILF which she deemed an excellent day of learning. She discovered helpful social media guidelines which will be incorporated into our guidelines for staff and attended sessions on emerging technologies. Her favorite session (which I also attended and found valuable) was a session on communication style.

Sheila began configuring replacement PCs, met with ENA representatives to discuss offerings and bandwidth needs for the 2016 e-rate funding year, and researched SRCS.

### **Technical Services News**

Becky did our annual patron registration purge, presented her annual report to the board, and worked on staff evaluations.

Year-end orders were finalized and cataloging and processing continues.

### **DeMotte Library News**

Debbie reports, "the Chicago World's Fair program was a success. We had 28 people in attendance and several participants brought their own family treasures from the fair to share with others. Historian/Author Glory-June Greiff signed her two books for DeMotte ... and shared her research about the world's fair in Chicago. ... Film Historian Eric Grayson shared his original 16mm film and showed it on an original 16mm projector. It was very interesting to see the old projector and film – they were very high quality." She continues, "Our beginners Yoga class has been a great success. The room is full of women and we have had to limit enrollment because of space limitations in the room."

Additionally, Debbie reports, "We have two people doing Community service here at the DeMotte Library. One participant has been doing a good job of cleaning the blinds throughout the building. And the other participant has begun washing walls in the foyer. It is nice to have people who serve their community so well despite difficult circumstances."

### **Rensselaer Library News**

Linda reports, "the annual Christmas Tree Walk is being held once again this year. This year the seven trees include; the Heroes Tree, TOPS, Tri Kappa, Hanging Grove 4-H club, SPAW's, Psi Iota Xi, and the Latter Day Saints Youth Group. Patrons can once again, vote for their favorite tree with nonperishable food items; which will be delivered to the Rensselaer Food Pantry. Emily Duran hosted another program on Veterans Day 11-11 @11am for our Heroes Tree and servicemen, to place ornaments on the Heroes Tree. Other programs offered were Navigating the Marketplace w/ presenter Barb Hickner, a Navigator with the State; she is also meeting with people every other Monday into the beginning of 2016 to assist with questions and signups. Melissa Smith held a glove craft program making a snowman family, very cute and well attended."

Janice reports, "We had a lot of fun at our Books and More session testing acids and bases. We also used a q-tip to taste different samples of foods to see where on the tongue we would taste it. Everyone tasted the baking soda on the back of our tongues and it was pretty bitter. Everything Pumpkin was a big hit on third Third Thursday and Chat N Chew. The kids love to create with food. Looking forward to Santa's visit next month."

### **Wheatfield Library News**

Evie reports, "Jason kept busy by repairing the lock on the mechanical room door, repairing electrical problem in 2 outside lights, organized things in the maintenance and storage rooms, cleaned and tested overhead heater in book drop room, inspected attic roof vents and checked roof for problem areas,



worked on recessed lights above entrance doors, adjusted a shelving unit for Rachael, changed some light ballasts, ... and researched LED lighting."

Evie continues, "Rachael finished a session of Toddler Time and held a Lapsit session, a K-1 booktalk, Wheatfield Elementary class visits, and an After School Program. She also met with Janice, Rachel W., and Evie to review the page handbooks ... She has also been working with Carolynn to plan December programs, as well as programs for 2016. She is also planning to host a YA Counterparts group, which will be holding a mock Printz book award in January."

\*\* Note - The Michael L. Printz Award annually honors the best book written for teens, based entirely on its literary merit, each year. In addition, the Printz Committee names up to four honor books, which also represent the best writing in young adult literature. The awards announcement is made at the ALA Midwinter Meeting as part of the Youth Media Awards and is celebrated with a program and reception each year at the ALA Annual Conference. The award's namesake was a school librarian in Topeka, Kansas, and a marketing consultant for Econo-Clad, as well an active member of YALSA. He had a passion for books and reading. He also appreciated the authors who wrote books for young adults and demonstrated this by initiating an author-in-residence program at his high school. The award is sponsored by Booklist, a publication of the American Library Association. (Source - <http://www.ala.org/yalsa/printz>)

***Please contact me if you are unable to attend the December Board Meeting or if you have any questions about materials in your packet.-Patty***



## JCPL FINANCIAL STATEMENT

November 30, 2015

|                                         | <u>Beginning<br/>2015<br/>Balance</u> | <u>Current<br/>Month<br/>Disbursements</u> | <u>Y-T-D<br/>Disbursements</u> | <u>Current<br/>Month<br/>Receipts</u> | <u>Y-T-D<br/>Receipts</u> | <u>Ending<br/>Balance</u> |
|-----------------------------------------|---------------------------------------|--------------------------------------------|--------------------------------|---------------------------------------|---------------------------|---------------------------|
| Operating Fund                          | \$623,237.03                          | \$226,769.71                               | \$2,091,414.31                 | \$378,110.30                          | \$1,882,881.43            | \$414,704.15              |
| Public Library Access Card Fund         | \$50.00                               | \$0.00                                     | \$50.00                        | \$0.00                                | \$0.00                    | \$0.00                    |
| Gift Fund                               | \$9,969.20                            | \$390.09                                   | \$12,889.47                    | \$400.00                              | \$12,851.49               | \$9,931.22                |
| DeMotte                                 | \$2,381.86                            | \$130.38                                   | \$4,014.36                     | \$0.00                                | \$4,821.36                | \$3,188.86                |
| Rensselaer                              | \$5,613.14                            | \$174.20                                   | \$6,492.45                     | \$200.00                              | \$4,888.82                | \$4,009.51                |
| Wheatfield                              | \$1,974.20                            | \$85.51                                    | \$2,382.66                     | \$200.00                              | \$3,141.31                | \$2,732.85                |
| Library Improvement Reserve Fund        | \$199,707.47                          | \$0.00                                     | \$25,192.00                    | \$14.84                               | \$171.66                  | \$174,687.13              |
| Bond & Interest Redemption Fund         | \$175,352.75                          | \$0.00                                     | \$327,007.50                   | \$75,587.10                           | \$248,289.75              | \$96,635.00               |
| Rainy Day Fund                          | \$308,914.76                          | \$0.00                                     | \$0.00                         | \$0.00                                | \$2,098.45                | \$311,013.21              |
| Includes Investments of: \$275,000.00   |                                       |                                            |                                |                                       |                           |                           |
| State Technology Fund Grant Fund        | \$0.00                                | \$0.00                                     | \$9,733.00                     | \$0.00                                | \$9,733.00                | \$0.00                    |
| Capital Projects Fund                   | \$1,269,492.71                        | \$0.00                                     | \$0.00                         | \$4.58                                | \$9,492.48                | \$1,278,985.19            |
| Includes Investments of: \$1,225,000.00 |                                       |                                            |                                |                                       |                           |                           |
| Host/Hospitality Fund                   | \$0.00                                | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$0.00                    |
| Levy Excess Fund                        | \$8,497.60                            | \$0.00                                     | \$8,399.00                     | \$0.00                                | \$0.00                    | \$98.60                   |
| Sales Tax                               | \$127.05                              | \$0.00                                     | \$128.00                       | \$14.43                               | \$153.21                  | \$152.26                  |
| Construction Fund                       | \$0.00                                | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$0.00                    |
| Petty Cash Funds                        | \$120.00                              | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$120.00                  |
| Cash Change Fund                        | \$150.00                              | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$150.00                  |
| Insurance Refund Fund                   | \$0.00                                | \$0.00                                     | \$192.88                       | \$0.00                                | \$192.88                  | \$0.00                    |
| Insurance Settlement Fund               | \$12,301.81                           | \$0.00                                     | \$6,858.83                     | \$0.00                                | \$7,465.94                | \$12,908.92               |
| Payroll Withholding Accts.              |                                       |                                            |                                |                                       |                           |                           |
| FIT Tax Collected                       | \$0.00                                | \$7,817.13                                 | \$85,304.95                    | \$7,817.13                            | \$85,304.95               | \$0.00                    |
| FICA Tax Collected                      | \$0.00                                | \$7,442.35                                 | \$80,834.99                    | \$7,442.35                            | \$80,834.99               | \$0.00                    |
| State Tax Collected                     | \$3,176.93                            | \$3,567.85                                 | \$37,806.59                    | \$3,539.52                            | \$38,169.13               | \$3,539.47                |
| County Tax Collected                    | \$2,485.61                            | \$2,787.16                                 | \$29,704.18                    | \$2,761.87                            | \$29,980.49               | \$2,761.92                |
| Deferred Comp.                          | \$0.00                                | \$2,010.00                                 | \$21,630.00                    | \$2,010.00                            | \$21,630.00               | \$0.00                    |
| #125 Pre-tax Plan                       | \$5.76                                | \$3,162.25                                 | \$33,912.05                    | \$3,162.24                            | \$33,907.05               | \$0.76                    |
| Employee Life Insur.                    | \$0.72                                | \$217.92                                   | \$2,403.84                     | \$217.92                              | \$2,403.12                | \$0.00                    |
| Employee INPRS                          | \$0.00                                | \$2,952.18                                 | \$32,522.41                    | \$2,952.18                            | \$32,522.41               | \$0.00                    |
| Garnishments                            | \$0.00                                | \$0.00                                     | \$108.00                       | \$0.00                                | \$108.00                  | \$0.00                    |
| Credit Union                            | \$0.00                                | \$0.00                                     | \$43.28                        | \$0.00                                | \$43.28                   | \$0.00                    |
| EIC                                     | \$0.00                                | \$0.00                                     | \$0.00                         | \$0.00                                | \$0.00                    | \$0.00                    |
| <b>TOTAL ALL FUNDS.....</b>             | <b>\$2,613,589.40</b>                 | <b>\$257,116.64</b>                        | <b>\$2,806,135.28</b>          | <b>\$484,034.46</b>                   | <b>\$2,498,233.71</b>     | <b>\$2,305,687.83</b>     |

**Bank Balances****Jasper County Public Library****Report as of: 11/30/15**

| <b>Bank</b>              |                                    |                       |
|--------------------------|------------------------------------|-----------------------|
| 1                        | Alliance Bank                      | \$778,725.49          |
| 2                        | Demotte State Bank                 | \$14,809.25           |
| 4                        | PNC Bank                           | \$11,883.09           |
| 5                        | Cash On Hand                       | \$270.00              |
| 9                        | Fifth Third Bank CD#002-0668762355 | \$0.00                |
| 10                       | Fifth Third Bank CD#002-0668762363 | \$0.00                |
| 6                        | Fifth Third Bank CD#002-0668786509 | \$0.00                |
| 3                        | CD#002-0668943762 Fifth Third Bank | \$500,000.00          |
| 7                        | CD#002-0668943754 Fifth Third Bank | \$275,000.00          |
| 8                        | CD#002-0668943770 Fifth Third Bank | \$725,000.00          |
| <b>Total all banks =</b> |                                    | <b>\$2,305,687.83</b> |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

# Appropriation Report for 100 OPERATING FUND

## Jasper County Public Library

Report Date: From 11/1/15 To 11/30/15

| Account # Description               | Annual Appropriation  | Change to Appropriation | Current Appropriation | Disbursements This Month | Disbursements YTD     | Balance             | Percent     |
|-------------------------------------|-----------------------|-------------------------|-----------------------|--------------------------|-----------------------|---------------------|-------------|
| <i>1. Personal Services</i>         |                       |                         |                       |                          |                       |                     |             |
| 1.11 SALARY OF LIBRARIAN            | \$65,582.00           | \$0.00                  | \$65,582.00           | \$5,465.20               | \$60,037.47           | \$5,544.53          | 91.5        |
| 1.12 SALARY OF ASSISTANTS           | \$1,082,897.00        | \$0.00                  | \$1,082,897.00        | \$87,891.95              | \$961,032.61          | \$121,864.39        | 88.7        |
| 1.13 WAGES OF JANITORS              | \$68,692.00           | \$0.00                  | \$68,692.00           | \$6,801.57               | \$66,136.86           | \$2,555.14          | 96.3        |
| 1.21 EMPLOYER'S SHARE-FICA          | \$93,114.00           | \$0.00                  | \$93,114.00           | \$7,442.33               | \$80,834.92           | \$12,279.08         | 86.8        |
| 1.22 UNEMPLOYMENT COMPENSATION      | \$3,544.00            | \$0.00                  | \$3,544.00            | \$0.00                   | \$3,434.05            | \$109.95            | 96.9        |
| 1.23 EMPLOYER'S CONTRIB.- PERF      | \$108,799.00          | \$0.00                  | \$108,799.00          | \$8,800.70               | \$97,079.19           | \$11,719.81         | 89.2        |
| 1.24 EMPLOYER'S CONTRIB.- INS.      | \$132,389.00          | \$0.00                  | \$132,389.00          | \$10,284.23              | \$115,313.17          | \$17,075.83         | 87.1        |
| <b>Subtotal</b>                     | <b>\$1,555,017.00</b> |                         | <b>\$1,555,017.00</b> | <b>\$126,685.98</b>      | <b>\$1,383,868.27</b> | <b>\$171,148.73</b> | <b>89.0</b> |
| <i>2. Supplies</i>                  |                       |                         |                       |                          |                       |                     |             |
| 2.11 OFFICIAL RECORDS               | \$600.00              | \$0.00                  | \$600.00              | \$0.00                   | \$365.54              | \$234.46            | 60.9        |
| 2.12 STATIONERY AND PRINTING        | \$550.00              | \$0.00                  | \$550.00              | \$0.00                   | \$187.17              | \$362.83            | 34.0        |
| 2.13 OTHER OFFICE SUPPLIES          | \$7,500.00            | \$0.00                  | \$7,500.00            | \$336.00                 | \$8,352.83            | (\$852.83)          | 111.4       |
| 2.21 CLEANING & SANITATION SUPPLIES | \$6,000.00            | \$0.00                  | \$6,000.00            | \$612.72                 | \$5,352.29            | \$647.71            | 89.2        |
| 2.23 OTHER OPERATING SUPPLIES       | \$7,000.00            | \$0.00                  | \$7,000.00            | \$634.97                 | \$6,004.29            | \$995.71            | 85.8        |
| 2.31 BUILDING MATERIALS & SUPPLIES  | \$1,000.00            | \$0.00                  | \$1,000.00            | \$20.00                  | \$760.78              | \$239.22            | 76.1        |
| 2.32 PAINT AND PAINTING SUPPLIES    | \$200.00              | \$0.00                  | \$200.00              | \$0.00                   | \$190.26              | \$9.74              | 95.1        |
| 2.33 REPAIR PARTS                   | \$2,000.00            | \$0.00                  | \$2,000.00            | \$110.94                 | \$686.27              | \$1,313.73          | 34.3        |
| 2.41 LIBRARY SUPPLIES               | \$14,900.00           | \$0.00                  | \$14,900.00           | \$2,395.02               | \$13,838.74           | \$1,061.26          | 92.9        |

| <i>Account # Description</i>         | <i>Annual<br/>Appropriation</i> | <i>Change to<br/>Appropriation</i> | <i>Current<br/>Appropriation</i> | <i>Disbursements<br/>This Month</i> | <i>Disbursements<br/>YTD</i> | <i>Balance</i>    | <i>Percent</i> |
|--------------------------------------|---------------------------------|------------------------------------|----------------------------------|-------------------------------------|------------------------------|-------------------|----------------|
| 2.42 MARKETING SUPPLIES              | \$50.00                         | \$0.00                             | \$50.00                          | \$0.00                              | \$36.46                      | \$13.54           | 72.9           |
| <b>Subtotal</b>                      | <b>\$39,800.00</b>              |                                    | <b>\$39,800.00</b>               | <b>\$4,109.65</b>                   | <b>\$35,774.63</b>           | <b>\$4,025.37</b> | <b>89.9</b>    |
| <i>3. Other Services and Charges</i> |                                 |                                    |                                  |                                     |                              |                   |                |
| 3.13 LEGAL SERVICES                  | \$5,000.00                      | \$0.00                             | \$5,000.00                       | \$0.00                              | \$3,933.50                   | \$1,066.50        | 78.7           |
| 3.14 OTHER PROFESSIONAL SERVICES     | \$6,500.00                      | \$0.00                             | \$6,500.00                       | \$413.00                            | \$5,645.17                   | \$854.83          | 86.8           |
| 3.145 DATABASES & LICENSING SERVICES | \$26,620.00                     | \$0.00                             | \$26,620.00                      | \$0.00                              | \$23,303.77                  | \$3,316.23        | 87.5           |
| 3.146 E-BOOKS SERVICES               | \$18,700.00                     | \$0.00                             | \$18,700.00                      | \$0.00                              | \$3,000.00                   | \$15,700.00       | 16.0           |
| 3.21 TELEPHONE                       | \$4,200.00                      | \$0.00                             | \$4,200.00                       | \$521.34                            | \$3,250.14                   | \$949.86          | 77.4           |
| 3.22 POSTAGE                         | \$3,000.00                      | \$0.00                             | \$3,000.00                       | \$212.20                            | \$2,770.14                   | \$229.86          | 92.3           |
| 3.23 MILEAGE                         | \$20,000.00                     | \$0.00                             | \$20,000.00                      | \$1,527.67                          | \$16,430.55                  | \$3,569.45        | 82.2           |
| 3.24 PROFESSIONAL MEETINGS           | \$8,000.00                      | \$0.00                             | \$8,000.00                       | \$1,889.15                          | \$7,558.54                   | \$441.46          | 94.5           |
| 3.25 FREIGHT                         | \$2,000.00                      | \$0.00                             | \$2,000.00                       | \$177.32                            | \$1,577.80                   | \$422.20          | 78.9           |
| 3.26 NETWORKING                      | \$64,860.00                     | \$0.00                             | \$64,860.00                      | \$1,081.00                          | \$5,229.95                   | \$59,630.05       | 8.1            |
| 3.31 ADVERTISING & PUBLIC NOTICES    | \$800.00                        | \$0.00                             | \$800.00                         | \$0.00                              | \$238.61                     | \$561.39          | 29.8           |
| 3.33 MARKETING ADVERTISING           | \$1,800.00                      | \$0.00                             | \$1,800.00                       | \$0.00                              | \$1,603.13                   | \$196.87          | 89.1           |
| 3.41 OFFICIAL BONDS                  | \$250.00                        | \$0.00                             | \$250.00                         | \$0.00                              | \$250.00                     | \$0.00            | 100.0          |
| 3.42 OTHER INSURANCE                 | \$29,500.00                     | \$0.00                             | \$29,500.00                      | \$0.00                              | \$27,440.90                  | \$2,059.10        | 93.0           |
| 3.51 GAS                             | \$45,000.00                     | \$0.00                             | \$45,000.00                      | \$1,024.24                          | \$16,267.63                  | \$28,732.37       | 36.2           |
| 3.52 ELECTRICITY                     | \$100,000.00                    | \$0.00                             | \$100,000.00                     | \$7,464.11                          | \$81,777.60                  | \$18,222.40       | 81.8           |
| 3.53 WATER                           | \$4,000.00                      | \$0.00                             | \$4,000.00                       | \$321.40                            | \$3,391.17                   | \$608.83          | 84.8           |
| 3.54 WASTE DISPOSAL SERVICES         | \$6,500.00                      | \$0.00                             | \$6,500.00                       | \$573.03                            | \$5,962.53                   | \$537.47          | 91.7           |
| 3.61 BUILDING & STRUCTURES           | \$55,920.00                     | \$0.00                             | \$55,920.00                      | \$965.00                            | \$43,602.98                  | \$12,317.02       | 78.0           |
| 3.62 EQUIPMENT REPAIRS               | \$1,000.00                      | \$0.00                             | \$1,000.00                       | \$0.00                              | \$1,227.50                   | (\$227.50)        | 122.8          |
| 3.72 EQUIPMENT RENTALS               | \$300.00                        | \$0.00                             | \$300.00                         | \$11.95                             | \$256.45                     | \$43.55           | 85.5           |
| 3.91 DUES                            | \$1,875.00                      | \$0.00                             | \$1,875.00                       | \$1,313.19                          | \$1,899.19                   | (\$24.19)         | 101.3          |

| <i>Account # Description</i>          | <i>Annual<br/>Appropriation</i> | <i>Change to<br/>Appropriation</i> | <i>Current<br/>Appropriation</i> | <i>Disbursements<br/>This Month</i> | <i>Disbursements<br/>YTD</i> | <i>Balance</i>       | <i>Percent</i> |
|---------------------------------------|---------------------------------|------------------------------------|----------------------------------|-------------------------------------|------------------------------|----------------------|----------------|
| 3.93 TAXES & ASSESSMENTS              | \$250.00                        | \$0.00                             | \$250.00                         | \$0.00                              | \$240.00                     | \$10.00              | 96.0           |
| 3.94 TRANSFER TO LIRF                 | \$100,000.00                    | \$0.00                             | \$100,000.00                     | \$0.00                              | \$0.00                       | \$100,000.00         | 0.0            |
| 3.95 BOOK REIMBURSEMENT               | \$100.00                        | \$45.11                            | \$145.11                         | \$0.00                              | \$45.11                      | \$100.00             | 31.1           |
| 3.96 PETTY CASH                       | \$120.00                        | \$0.00                             | \$120.00                         | \$0.00                              | \$0.00                       | \$120.00             | 0.0            |
| 3.98 MAINTENANCE/SERVICE<br>CONTRACTS | \$112,057.00                    | \$0.00                             | \$112,057.00                     | \$15,689.31                         | \$108,909.16                 | \$3,147.84           | 97.2           |
| <b>Subtotal</b>                       | <b>\$618,352.00</b>             | <b>\$45.11</b>                     | <b>\$618,397.11</b>              | <b>\$33,183.91</b>                  | <b>\$365,811.52</b>          | <b>\$252,585.59</b>  | <b>59.2</b>    |
| <i>4. Capital Outlays</i>             |                                 |                                    |                                  |                                     |                              |                      |                |
| 4.1 LAND                              | \$0.00                          | \$0.00                             | \$0.00                           | \$0.00                              | \$63,448.37                  | (\$63,448.37)        | 0.0            |
| 4.4 FURNITURE & EQUIPMENT             | \$51,648.00                     | \$0.00                             | \$51,648.00                      | \$40,308.18                         | \$46,480.17                  | \$5,167.83           | 90.0           |
| 4.51 BOOKS                            | \$160,300.00                    | \$0.00                             | \$160,300.00                     | \$12,103.35                         | \$127,316.71                 | \$32,983.29          | 79.4           |
| 4.52 PERIODICALS &<br>NEWSPAPERS      | \$25,000.00                     | \$0.00                             | \$25,000.00                      | \$0.00                              | \$20,836.43                  | \$4,163.57           | 83.3           |
| 4.53 NONPRINTED MATERIALS             | \$58,000.00                     | \$0.00                             | \$58,000.00                      | \$10,378.64                         | \$47,377.16                  | \$10,622.84          | 81.7           |
| <b>Subtotal</b>                       | <b>\$294,948.00</b>             |                                    | <b>\$294,948.00</b>              | <b>\$62,790.17</b>                  | <b>\$305,458.84</b>          | <b>(\$10,510.84)</b> | <b>103.6</b>   |
| <b>Grand Total</b>                    | <b>\$2,508,117.00</b>           | <b>\$45.11</b>                     | <b>\$2,508,162.11</b>            | <b>\$226,769.71</b>                 | <b>\$2,090,913.26</b>        | <b>\$417,248.85</b>  | <b>83.4</b>    |

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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# Voucher List

## Jasper County Public Library

Report Date: From 11/1/15 To 11/30/15

| Warrant Number | Claim Number | Name of Claimant          | Date    | Explanation                                                                                                                                                                                                                                                                   | Total       |
|----------------|--------------|---------------------------|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 34278          | 907          | AARON'S LAWN CARE         | 11/9/15 | Mowing & edging                                                                                                                                                                                                                                                               | \$720.00    |
| 34279          | 908          | ANTHEM BLUE CROSS BLUE    | 11/9/15 | Health Insurance premiums- November 2015                                                                                                                                                                                                                                      | \$12,280.32 |
| 34280          | 909          | ANTHEM LIFE               | 11/9/15 | Life Insurance premiums- November 2015                                                                                                                                                                                                                                        | \$100.62    |
| 34281          | 910          | AWE ACQUISITION, INC      | 11/9/15 | Early literacy station                                                                                                                                                                                                                                                        | \$2,962.00  |
| 34282          | 911          | BLUETARP FINANCIAL, INC   | 11/9/15 | Door stops, kickplates                                                                                                                                                                                                                                                        | \$148.75    |
| 34283          | 912          | BRODART CO.               | 11/9/15 | Shelving                                                                                                                                                                                                                                                                      | \$379.02    |
| 34284          | 913          | CARDINAL OFFICE PRODUCT   | 11/9/15 | DeM: Quarterly maintenance agreement on work room copier 7/21/15-10/21/15                                                                                                                                                                                                     | \$534.58    |
| 34285          | 914          | CENTER ENTERPRISES, INC   | 11/9/15 | Washable stamp pads                                                                                                                                                                                                                                                           | \$70.88     |
| 34286          | 915          | DELTA DENTAL              | 11/9/15 | Dental Insurance premiums- November 2015                                                                                                                                                                                                                                      | \$522.18    |
| 34287          | 916          | DEMCO                     | 11/9/15 | AV cart, book pockets, labels, crystal clear tape, taping system applicator, posters, book supports, headphones, paper rolls, clipboards, sign holders, glue sticks, school glue, dry erase markers, cricut replacement blades, card file, kik step stools                    | \$1,200.38  |
| 34288          | 917          | EBS IRRIGATION, INC       | 11/9/15 | Wh: Winterization of irrigation system                                                                                                                                                                                                                                        | \$65.00     |
| 34289          | 918          | ENA SERVICES LLC          | 11/9/15 | Internet service for October 2015                                                                                                                                                                                                                                             | \$1,081.00  |
| 34290          | 919          | FINDAWAY WORLD, LLC       | 11/9/15 | Playaways, Playaway Views                                                                                                                                                                                                                                                     | \$736.65    |
| 34291          | 920          | FLEX-PAC INC              | 11/9/15 | Paper towel rolls, m-folds, hand soap, toilet paper                                                                                                                                                                                                                           | \$348.85    |
| 34292          | 921          | GOVCONNECTION, INC.       | 11/9/15 | Computers, sound bars                                                                                                                                                                                                                                                         | \$22,140.56 |
| 34293          | 922          | GREY HOUSE PUBLISHING     | 11/9/15 | Continuations                                                                                                                                                                                                                                                                 | \$252.50    |
| 34294          | 923          | HAWTHORNE PUBLISHING      | 11/9/15 | Books                                                                                                                                                                                                                                                                         | \$52.00     |
| 34295          | 924          | HP Products               | 11/9/15 | Mop heads, neutral cleaner                                                                                                                                                                                                                                                    | \$51.28     |
| 34296          | 925          | INDIANA CHAMBER OF COMM   | 11/9/15 | State & Federal laminated employment poster sets                                                                                                                                                                                                                              | \$154.95    |
| 34297          | 926          | INDIANA LIBRARY FEDERATIO | 11/9/15 | 2016 Library Membership                                                                                                                                                                                                                                                       | \$1,277.19  |
| 34298          | 927          | INTEGRITY SOFTWARE, INC   | 11/9/15 | SofTrack Renewal                                                                                                                                                                                                                                                              | \$957.43    |
| 34299          | 928          | JAMIE HANEY               | 11/9/15 | Program Presenter                                                                                                                                                                                                                                                             | \$375.00    |
| 34300          | 929          | KIRBY RISK CORPORATION    | 11/9/15 | Light bulbs                                                                                                                                                                                                                                                                   | \$229.98    |
| 34301          | 930          | KONE, INC.                | 11/9/15 | DeM: Elevator maintenance agreement 10/1/15-12/31/15                                                                                                                                                                                                                          | \$405.18    |
| 34302          | 931          | LINDA POORTENGA           | 11/9/15 | Mileage 10/16-10/28/15: B2B, Librarians Council meeting                                                                                                                                                                                                                       | \$87.98     |
| 34303          | 932          | LIVE OAK MEDIA            | 11/9/15 | Audiobooks                                                                                                                                                                                                                                                                    | \$215.46    |
| 34304          | 933          | MELISSA J. WIDNER         | 11/9/15 | Internet Librarian Conference expenses; Mileage 10/23-10/28/15: O'hare airport (flight to Internet Librarian Conference)                                                                                                                                                      | \$1,009.43  |
| 34305          | 934          | MONROE COUNTY PUBLIC LIB  | 11/9/15 | Damaged ILL book paid for by patron                                                                                                                                                                                                                                           | \$15.00     |
| 34306          | 935          | OFFICE DEPOT              | 11/9/15 | DVD/CD file folders, scissors, antistatic spray, mechanical pencils, colored copy paper, reinforcement labels, tape, pressboard covers, kleenex, contact paper, 3-hole punch, washable markers, watercolor paint, tempera paint, construction paper, bookcase, scanner, cable | \$785.75    |
| 34307          | 936          | PATTY STRINGFELLOW        | 11/9/15 | Mileage 10/16-10/23/15: MCLS Regional Meeting, Wheatfield Library 10th Birthday Party                                                                                                                                                                                         | \$79.35     |
| 34308          | 937          | PULASKI COUNTY PUBLIC LIB | 11/9/15 | NILBA Speaker meal                                                                                                                                                                                                                                                            | \$38.00     |
| 34309          | 938          | QUILL CORPORATION         | 11/9/15 | Acrylic paint, tape dispensers, tape, typewriter ribbon, typewriter correction tape, color copy paper, envelopes, calendar, correction tape, binder clips, dividers, copy paper, phone cord, colored pencils, crayons, goo gone cleaner, tacky glue                           | \$286.40    |
| 34310          | 939          | RACHAEL CAVINDER          | 11/9/15 | Mileage 9/24-10/15/15: KV Reading Council meeting, AV Shopping, Management meeting                                                                                                                                                                                            | \$76.48     |
| 34311          | 940          | REBECCA AMALONG           | 11/9/15 | Mileage 9/11-10/21/15: Staff Development Day, Midway Airport (flight to TLC University Conference)                                                                                                                                                                            | \$132.25    |

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## Warrant

## Claim

| Warrant Number | Claim Number | Name of Claimant          | Date     | Explanation                                                                                                                                                                                                                                                                            | Total       |
|----------------|--------------|---------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 34312          | 941          | RECORDED BOOKS, INC       | 11/9/15  | Audiobooks                                                                                                                                                                                                                                                                             | \$157.94    |
| 34313          | 942          | REPUBLIC SERVICES #715    | 11/9/15  | Wh: Trash Service- November 2015                                                                                                                                                                                                                                                       | \$73.17     |
| 34314          | 943          | ROEING CORPORATION        | 11/9/15  | Tech Maintenance Support - 4th Installment 2015                                                                                                                                                                                                                                        | \$7,500.00  |
| 34315          | 944          | S & S WORLDWIDE, INC      | 11/9/15  | Acylic paint                                                                                                                                                                                                                                                                           | \$34.94     |
| 34316          | 945          | SENSOURCE                 | 11/9/15  | People Counters                                                                                                                                                                                                                                                                        | \$561.91    |
| 34317          | 946          | SMITH FARM STORE          | 11/9/15  | Drill bit, screws, lock washers, bolts, butts, washers, solid angles                                                                                                                                                                                                                   | \$23.96     |
| 34318          | 947          | SMITH OFFICE EQUIPMENT    | 11/9/15  | Electric pencil sharpener, desk drawer organizer                                                                                                                                                                                                                                       | \$53.27     |
| 34319          | 948          | STERLING COMPUTERS        | 11/9/15  | Laptops, external USB DVD drives                                                                                                                                                                                                                                                       | \$13,280.70 |
| 34320          | 949          | SUNRISE PACKAGING INC.    | 11/9/15  | Audiobook cases                                                                                                                                                                                                                                                                        | \$436.47    |
| 34321          | 950          | SVT, LLC                  | 11/9/15  | Management Meeting expenses                                                                                                                                                                                                                                                            | \$35.17     |
| 34322          | 951          | TRUGREEN PROCESSING CE    | 11/9/15  | Rens: Tree & Shrub service                                                                                                                                                                                                                                                             | \$89.00     |
| 34323          | 952          | ULINE                     | 11/9/15  | Mat, DVD cases, filament tape                                                                                                                                                                                                                                                          | \$283.57    |
| 34324          | 953          | VISION SERVICE PLAN- (IN) | 11/9/15  | Vision Insurance Premiums- November 2015                                                                                                                                                                                                                                               | \$214.74    |
| 34325          | 954          | WAL-MART COMMUNITY/RFC    | 11/9/15  | DVDs, CDs, books, children's program supplies, HDMI cables, adult program supplies, batteries, cleaning supplies, wipes, stylus                                                                                                                                                        | \$2,744.62  |
| 34326          | 955          | WAYFAIR SUPPLY            | 11/9/15  | Lego activity table, 2-sided multimedia revolving tower                                                                                                                                                                                                                                | \$200.54    |
| 0              | 958          | PAYROLL                   | 11/10/15 | PAYROLL                                                                                                                                                                                                                                                                                | \$51,455.27 |
| 0              | 959          | BILL HROMADA              | 11/10/15 | Courier Mileage, 10/16-10/31/15 (Conf #315)                                                                                                                                                                                                                                            | \$392.15    |
| 0              | 960          | GREAT-WEST RETIREMENT S   | 11/10/15 | Annuity Withheld 11/10/15 payroll (Conf. #318)                                                                                                                                                                                                                                         | \$1,005.00  |
| 0              | 961          | INDIANA DEPARTMENT OF RE  | 11/10/15 | EFT-State & County Taxes w/held October 2015 Payrolls (Ref #55450)                                                                                                                                                                                                                     | \$6,355.01  |
| 0              | 962          | INPRS fbo PERF            | 11/10/15 | 11/10/15 Payroll Contributions                                                                                                                                                                                                                                                         | \$6,044.99  |
| 0              | 963          | IRS USA TAXPAYMENT        | 11/10/15 | EFT-FICA & Federal Taxes w/held 11/10/15 (Ref #01426812)                                                                                                                                                                                                                               | \$11,719.11 |
| 0              | 964          | TOWN OF DEMOTTE           | 11/10/15 | DeM: Sewer & Water- House October 2015 (Conf #317)                                                                                                                                                                                                                                     | \$84.72     |
| 0              | 965          | TOWN OF DEMOTTE           | 11/10/15 | DeM: Sewer & Water- October 2015 (conf# 316)                                                                                                                                                                                                                                           | \$167.64    |
| 0              | 966          | TOWN OF WHEATFIELD        | 11/10/15 | Wh: Sewer- November 2015 (conf# 314)                                                                                                                                                                                                                                                   | \$56.65     |
| 34327          | 967          | ACE HARDWARE              | 11/9/15  | Cleaning supplies, door stop, kick plate, toilet seat, minwax poly gloss                                                                                                                                                                                                               | \$132.37    |
| 0              | 968          | ALLIANCE BANK             | 11/9/15  | Direct Deposit Fees October 2015                                                                                                                                                                                                                                                       | \$37.10     |
| 34328          | 969          | BAKER & TAYLOR            | 11/9/15  | Books, Continuations, AV, Auto. Yours                                                                                                                                                                                                                                                  | \$14,022.98 |
| 34329          | 970          | BAKER & TAYLOR ENTERTAIN  | 11/9/15  | DVDs                                                                                                                                                                                                                                                                                   | \$2,095.89  |
| 34330          | 971          | BUSINESS CARD             | 11/9/15  | TLC University expenses, rubber stamp, trash can lid, bookends, ILF Conference registration- P. Stringfellow, Teen Read Week prize, books, DVDs, CDs, B2B expenses, magnetic board materials, magnetic letters, children's supplies, AV Shopping expenses, Director's Meeting expenses | \$4,181.93  |
| 34331          | 972          | CULLIGAN WATER CONDITIO   | 11/9/15  | Wh: Water Cooler Rental-November 2015, 5-gallon drinking water- 7                                                                                                                                                                                                                      | \$62.60     |
| 34332          | 973          | EAST CHICAGO PUBLIC LIBRA | 11/9/15  | Damaged ILL item                                                                                                                                                                                                                                                                       | \$30.95     |
| 34333          | 974          | FASE-KALUF TV & APPLIANCE | 11/9/15  | RCA AH205R 3.5MM to 2 RCA for DVD converter                                                                                                                                                                                                                                            | \$8.99      |
| 34334          | 975          | INDIANA WASTE SERVICE     | 11/9/15  | DeM: Trash Pick-up, November 2015                                                                                                                                                                                                                                                      | \$87.70     |
| 34335          | 976          | NETWISE RESOURCES         | 11/9/15  | Rens & Wh: staff copiers quarterly service agreement                                                                                                                                                                                                                                   | \$767.00    |
| 34336          | 977          | NIPSCO                    | 11/9/15  | DeM & Wh: Gas & Electric Service                                                                                                                                                                                                                                                       | \$5,257.96  |
| 34337          | 978          | POSTMASTER                | 11/9/15  | Stamps                                                                                                                                                                                                                                                                                 | \$212.20    |
| 34338          | 979          | PRECISION CONTROL SYSTE   | 11/9/15  | Quarterly Invoice for Routine Maintenance @ Rens & DeM(Contract Jan.1 thru Dec. 31, 2015); 1st installment for routine maintenance in 2013 & 2014 at DeM & Rens                                                                                                                        | \$5,274.00  |
| 34339          | 980          | RACHEL WILKINSON          | 11/9/15  | Mileage 11/5/15: Page Handbook meeting                                                                                                                                                                                                                                                 | \$9.20      |
| 34340          | 981          | RENSSELAER ROTARY CLUB    | 11/9/15  | September & October 2015 dues & meals                                                                                                                                                                                                                                                  | \$126.00    |
| 0              | 982          | SAGE PAYMENT SOLUTIONS    | 11/9/15  | Merchant Processing Fees- October 2015 (automatic withdrawal on 11/2/15)                                                                                                                                                                                                               | \$24.60     |
| 34341          | 983          | TRUGREEN PROCESSING CE    | 11/9/15  | Wh: Lawn Fertilization                                                                                                                                                                                                                                                                 | \$91.00     |
| 34342          | 984          | UNIQUE MANAGEMENT SERVI   | 11/9/15  | Collections: Initial/Secondary Placements- October 2015                                                                                                                                                                                                                                | \$179.00    |



F4c

| <i>Warrant<br/>Number</i>     | <i>Claim<br/>Number</i> | <i>Name of Claimant</i> | <i>Date</i> | <i>Explanation</i>                                                 | <i>Total</i>        |
|-------------------------------|-------------------------|-------------------------|-------------|--------------------------------------------------------------------|---------------------|
| 34343                         | 985                     | WESTON WOODS STUDIOS    | 11/9/15     | Audiobooks                                                         | \$149.97            |
| 34344                         | 986                     | YVONNE DEL VECCHIO      | 11/9/15     | Mileage 9/2-10/30/15: Walking books, Book Club, deliver newsletter | \$25.13             |
| 0                             | 987                     | PAYROLL                 | 11/25/15    | PAYROLL                                                            | \$48,703.45         |
| 0                             | 988                     | AFLAC                   | 11/25/15    | Supplemental Insurance November 2015 (Conf. #321)                  | \$546.54            |
| 0                             | 989                     | BILL HROMADA            | 11/25/15    | Courier Mileage, 11/1-11/15/15 (Conf #324)                         | \$356.50            |
| 0                             | 990                     | CENTURYLINK             | 11/25/15    | Long distance phone service- October 2015 (Conf # 319)             | \$17.69             |
| 0                             | 991                     | CENTURYLINK             | 11/25/15    | Rens: Local phone & fax service November 2015 (Conf. #320)         | \$419.14            |
| 0                             | 992                     | CENTURYLINK             | 11/25/15    | WH: Local Phone Service November 2015 (Conf. # 326)                | \$61.91             |
| 0                             | 993                     | CENTURYLINK             | 11/25/15    | WH: Fax Service November 2015 (Conf. # 325)                        | \$22.60             |
| 0                             | 994                     | CITY OF RENSSELAER      | 11/25/15    | RENS: Utilities 10/8/15 - 11/09/15 (Conf. #322)                    | \$3,604.29          |
| 0                             | 995                     | GREAT-WEST RETIREMENT S | 11/25/15    | Annuity Withheld 11/25/15 payroll (Conf. #327)                     | \$1,005.00          |
| 0                             | 996                     | INPRS fbo PERF          | 11/25/15    | 11/25/15 Payroll Contributions                                     | \$5,707.89          |
| 0                             | 997                     | IRS USA TAXPAYMENT      | 11/25/15    | EFT-FICA & Federal Taxes w/held 11/25/15 (Ref #02174950)           | \$10,982.70         |
| 0                             | 998                     | OSBY WATER CONDITIONING | 11/25/15    | Wh: changed filter, added peroxide; water softener chemicals       | \$159.00            |
| 0                             | 999                     | SPARKPAY                | 11/30/15    | Merchant Processing Fees- November 2015                            | \$10.42             |
| <b>Total Amount of Claims</b> |                         |                         |             |                                                                    | <b>\$257,116.64</b> |

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, December 04, 2015

\_\_\_\_\_  
Fiscal Officer

### ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$257,116.64

Date this 14<sup>th</sup> day of December, 2015.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F5a

**JASPER COUNTY PUBLIC LIBRARY**  
**Receipt Breakdown**  
**November 30, 2015**

|                                                   | <u>THIS MONTH</u> | <u>YEAR-TO-DATE</u> | <u>TOTAL RECEIPTS<br/>THIS MONTH</u> | <u>TOTAL RECEIPTS<br/>YEAR-TO-DATE</u> |
|---------------------------------------------------|-------------------|---------------------|--------------------------------------|----------------------------------------|
| <b>FINES &amp; FEES:</b>                          |                   |                     | \$2,091.88                           | \$29,635.42                            |
| DeMotte                                           | \$880.97          | \$9,509.22          |                                      |                                        |
| Rensselaer                                        | \$640.64          | \$11,191.75         |                                      |                                        |
| Wheatfield                                        | \$570.27          | \$8,934.45          |                                      |                                        |
| <b>PHOTOCOPIES:</b>                               |                   |                     | \$654.71                             | \$8,851.77                             |
| DeMotte                                           | \$225.10          | \$3,423.49          |                                      |                                        |
| Rensselaer                                        | \$278.76          | \$3,490.48          |                                      |                                        |
| Wheatfield                                        | \$150.85          | \$1,937.80          |                                      |                                        |
| <b>INTEREST (Checking, Repurchase, CDs):.....</b> |                   |                     | \$37.61                              | \$554.56                               |
| <b>TAXES:</b>                                     |                   |                     | \$375,120.02                         | \$1,824,818.15                         |
| Property Tax                                      | \$299,506.78      | \$934,095.52        |                                      |                                        |
| LOIT                                              | \$17,903.58       | \$196,939.39        |                                      |                                        |
| License Excise Tax                                | \$0.00            | \$50,726.30         |                                      |                                        |
| Financial Institution Tax                         | \$0.00            | \$1,228.91          |                                      |                                        |
| CVET(Commercial Vehicle Excise)                   | \$0.00            | \$7,021.77          |                                      |                                        |
| Local Option/Certified Shares                     | \$47,192.33       | \$519,115.63        |                                      |                                        |
| Local Option/Property Tax Repl.                   | \$10,517.33       | \$115,690.63        |                                      |                                        |
| <b>TAXABLE SALES:-.....</b>                       |                   |                     | \$6.08                               | \$107.78                               |
| <b>REFUNDS:</b>                                   |                   |                     | \$200.00                             | \$18,913.75                            |
| Rebates/Refund                                    | \$0.00            | \$1,565.51          |                                      |                                        |
| Insurance Claims/Reimbursements                   | \$0.00            | \$5,534.75          |                                      |                                        |
| Meeting Room Rental                               | \$200.00          | \$1,850.00          |                                      |                                        |
| Reimbursement                                     | \$0.00            | \$1,259.19          |                                      |                                        |
| Fixed Asset Sales                                 | \$0.00            | \$180.00            |                                      |                                        |
| Miscellaneous Receipts                            | \$0.00            | \$125.30            |                                      |                                        |
| Interfund Transfer                                | \$0.00            | \$8,399.00          |                                      |                                        |
| <b>TOTAL OPERATING FUND RECEIPTS.....</b>         |                   |                     | <b>\$378,110.30</b>                  | <b>\$1,882,881.43</b>                  |
| <b>PLAC FUND:.....</b>                            |                   |                     | \$0.00                               | \$0.00                                 |
| <b>GIFT FUNDS:</b>                                |                   |                     | \$400.00                             | \$12,851.49                            |
| DeMotte                                           | \$0.00            | \$4,821.36          |                                      |                                        |
| Rensselaer                                        | \$200.00          | \$4,888.82          |                                      |                                        |
| Wheatfield                                        | \$200.00          | \$3,141.31          |                                      |                                        |
| <b>LIB. IMPROV. RESERVE FUND: .....</b>           |                   |                     | \$14.84                              | \$171.66                               |
| Interest Earned                                   | \$14.84           | \$171.66            |                                      |                                        |
| Transfer from OPERATING                           | \$0.00            | \$0.00              |                                      |                                        |
| <b>BOND &amp; INTEREST REDEMPTION FUND:</b>       |                   |                     | \$75,587.10                          | \$248,289.75                           |
| Property Tax                                      | \$75,587.10       | \$235,739.47        |                                      |                                        |
| License Excise Tax                                | \$0.00            | \$10,794.54         |                                      |                                        |
| Financial Institution Tax                         | \$0.00            | \$261.51            |                                      |                                        |
| CVET(Commercial Vehicle Excise)                   | \$0.00            | \$1,494.23          |                                      |                                        |
| Interfund Transfer                                | \$0.00            | \$0.00              |                                      |                                        |
| <b>RAINY DAY FUND:</b>                            |                   | \$2,098.45          | \$0.00                               | \$2,098.45                             |
| Special CAGIT Distribution                        | \$0.00            | \$0.00              |                                      |                                        |
| Interest Earned                                   | \$0.00            | \$2,098.45          |                                      |                                        |
| <b>STATE TECHNOLOGY FUND GRANT FUND:-.....</b>    |                   |                     | \$0.00                               | \$9,733.00                             |
| <b>CAPITAL PROJECTS FUND:</b>                     |                   |                     | \$4.58                               | \$9,492.48                             |
| Interest Earned                                   | \$4.58            | \$9,492.48          |                                      |                                        |
| Property Tax                                      | \$0.00            | \$0.00              |                                      |                                        |
| License Excise Tax                                | \$0.00            | \$0.00              |                                      |                                        |
| Financial Institution Tax                         | \$0.00            | \$0.00              |                                      |                                        |
| CVET(Commercial Vehicle Excise)                   | \$0.00            | \$0.00              |                                      |                                        |
| Interfund Transfer                                | \$0.00            | \$0.00              |                                      |                                        |
| <b>HOST/HOSPITALITY FUND:-.....</b>               |                   |                     | \$0.00                               | \$0.00                                 |
| <b>LEVY EXCESS FUND:-.....</b>                    |                   |                     | \$0.00                               | \$0.00                                 |
| <b>SALES TAX:-.....</b>                           |                   |                     | \$14.43                              | \$153.21                               |
| <b>CASH CHANGE FUND</b>                           |                   |                     | \$0.00                               | \$0.00                                 |
| <b>INSURANCE REFUND FUND:</b>                     |                   |                     | \$0.00                               | \$192.88                               |
| Interfund Transfer                                | \$0.00            | \$192.88            |                                      |                                        |
| <b>INSURANCE SETTLEMENT FUND</b>                  |                   |                     | \$0.00                               | \$7,465.94                             |
| <b>SUB-TOTAL (page 1).....</b>                    |                   |                     | <b>\$454,131.25</b>                  | <b>\$2,173,330.29</b>                  |

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|                                        |            |             |                     |                       |
|----------------------------------------|------------|-------------|---------------------|-----------------------|
| <b>WITHHOLDING ACCOUNT FUNDS:</b>      |            |             | \$29,903.21         | \$324,903.42          |
| FIT Tax Collected                      | \$7,817.13 | \$85,304.95 |                     |                       |
| FICA Collected                         | \$7,442.35 | \$80,834.99 |                     |                       |
| State Tax Collected                    | \$3,539.52 | \$38,169.13 |                     |                       |
| County Tax Collected                   | \$2,761.87 | \$29,980.49 |                     |                       |
| Deferred Comp Plan                     | \$2,010.00 | \$21,630.00 |                     |                       |
| Pre-tax Insurance Plans                | \$3,162.24 | \$33,907.05 |                     |                       |
| Life Insurance                         | \$217.92   | \$2,403.12  |                     |                       |
| INPRS                                  | \$2,952.18 | \$32,522.41 |                     |                       |
| Garnishments                           | \$0.00     | \$108.00    |                     |                       |
| Credit Union                           | \$0.00     | \$43.28     |                     |                       |
| <b>TOTAL RECEIPTS - ALL FUNDS.....</b> |            |             | <b>\$484,034.46</b> | <b>\$2,498,233.71</b> |

## Voucher List

## Jasper County Public Library

Report Date: From 12/1/15 To 12/14/15

| Warrant Number | Claim Number | Name of Claimant           | Date     | Explanation                                                                                                                                                                          | Total       |
|----------------|--------------|----------------------------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 0              | 1000         | PAYROLL                    | 12/10/15 | PAYROLL                                                                                                                                                                              | \$49,835.68 |
| 0              | 1001         | BILL HROMADA               | 12/10/15 | Courier Mileage, 11/15-11/30/15 (Conf #328)                                                                                                                                          | \$356.50    |
| 0              | 1002         | GREAT-WEST RETIREMENT S    | 12/10/15 | Annuity Withheld 12/10/15 payroll (Conf. #332)                                                                                                                                       | \$1,005.00  |
| 0              | 1003         | INDIANA DEPARTMENT OF RE   | 12/10/15 | EFT-State & County Taxes w/held November 2015 Payrolls (Ref #72293)                                                                                                                  | \$6,301.39  |
| 0              | 1004         | INPRS fbo PERF             | 12/10/15 | 12/10/15 Payroll Contributions                                                                                                                                                       | \$5,951.19  |
| 0              | 1005         | IRS USA TAXPAYMENT         | 12/10/15 | EFT-FICA & Federal Taxes w/held 12/10/15 (Ref #33293126)                                                                                                                             | \$11,357.85 |
| 0              | 1006         | TOWN OF DEMOTTE            | 12/10/15 | DeM: Sewer & Water- November 2015 (conf# 329)                                                                                                                                        | \$167.64    |
| 0              | 1007         | TOWN OF DEMOTTE            | 12/10/15 | DeM: Sewer & Water- House - November 2015 (Conf #330)                                                                                                                                | \$84.72     |
| 0              | 1008         | TOWN OF WHEATFIELD         | 12/10/15 | Wh: Sewer- December 2015 (conf# 331)                                                                                                                                                 | \$56.65     |
| 34346          | 1009         | AARON'S LAWN CARE          | 12/14/15 | Fall clean-up, snow removal                                                                                                                                                          | \$1,010.00  |
| 34347          | 1010         | ACE HARDWARE               | 12/14/15 | Key, reflective vinyl letters                                                                                                                                                        | \$5.65      |
| 0              | 1011         | ALLIANCE BANK              | 12/14/15 | Direct Deposit Fees November 2015                                                                                                                                                    | \$37.20     |
| 34348          | 1012         | ANTHEM BLUE CROSS BLUE     | 12/14/15 | Health Insurance premiums- December 2015                                                                                                                                             | \$11,233.28 |
| 34349          | 1013         | ANTHEM LIFE                | 12/14/15 | Life Insurance premiums- December 2015                                                                                                                                               | \$100.62    |
| 34350          | 1014         | BAKER & TAYLOR             | 12/14/15 | Books, Continuations, AV, Auto. Yours                                                                                                                                                | \$14,998.03 |
| 34351          | 1015         | BAKER & TAYLOR ENTERTAIN   | 12/14/15 | DVDs                                                                                                                                                                                 | \$650.09    |
| 34352          | 1016         | BLUETARP FINANCIAL, INC    | 12/14/15 | Fluorescent lamp holder                                                                                                                                                              | \$2.98      |
| 34345          | 1017         | A. E. BOYCE COMPANY, INC.  | 12/14/15 | W2 forms & envelopes, 1099 forms & envelopes                                                                                                                                         | \$89.91     |
| 34353          | 1018         | BUSINESS CARD              | 12/14/15 | Bookkeeping Workshop expenses, AVC Users Group meeting expenses, Reference Counterparts meeting expenses, Branch Counterparts meeting expenses, ILF Conference expenses, cricut mats | \$253.59    |
| 34354          | 1019         | CONSOLIDATED INSURANCE     | 12/14/15 | Worker's Compensation Audit of 4/16/14-4/16/15, additional premium due                                                                                                               | \$1,507.00  |
| 34355          | 1020         | CRESTLINE SPECIALTIES, INC | 12/14/15 | Promotional coasters                                                                                                                                                                 | \$163.83    |
| 34356          | 1021         | CULLIGAN WATER CONDITIO    | 12/14/15 | Wh: Water Cooler Rental-December 2015                                                                                                                                                | \$11.95     |
| 34357          | 1022         | DEBORAH KRISTOFF           | 12/14/15 | Staff Party expenses, snacks for Friends of the Library group Christmas decorating                                                                                                   | \$71.64     |
| 34358          | 1023         | DELTA DENTAL               | 12/14/15 | Dental Insurance premiums- December 2015                                                                                                                                             | \$522.18    |
| 34359          | 1024         | DIANE OPOLSKI              | 12/14/15 | Mileage 11/30/15: Positivity Meeting                                                                                                                                                 | \$25.30     |
| 34360          | 1025         | DONNA BARKO                | 12/14/15 | Mileage 9/14-12/7/15: Bank deposits, Post Office, New Employee Orientation, Courthouse                                                                                               | \$41.69     |
| 34361          | 1026         | EMILY DURAN                | 12/14/15 | Mileage 11/17/15: ILF Conference                                                                                                                                                     | \$123.05    |
| 34362          | 1027         | ENA SERVICES LLC           | 12/14/15 | Internet service for November 2015                                                                                                                                                   | \$1,081.00  |
| 34363          | 1028         | ENGAGED PATRONS.ORG        | 12/14/15 | Events Page Hosting Service 1/1/16-12/31/16                                                                                                                                          | \$229.00    |
| 34364          | 1029         | FASE-KALUF TV & APPLIANCE  | 12/14/15 | Stereo to dual R cables, couplers                                                                                                                                                    | \$29.95     |
| 34365          | 1030         | FINDAWAY WORLD, LLC        | 12/14/15 | Playaways                                                                                                                                                                            | \$246.45    |
| 34366          | 1031         | FLEX-PAC INC               | 12/14/15 | Hand soap, toilet paper                                                                                                                                                              | \$197.74    |
| 34367          | 1032         | HP Products                | 12/14/15 | Trash bags, dust mop heads                                                                                                                                                           | \$46.84     |
| 34368          | 1033         | INDIANA WASTE SERVICE      | 12/14/15 | DeM: Trash Pick-up, December 2015                                                                                                                                                    | \$87.70     |
| 34369          | 1034         | JEAN LAMBERT               | 12/14/15 | Mileage 9/14-11/16/15: Take recycling, pick up cleaning supplies                                                                                                                     | \$9.66      |
| 34370          | 1035         | KIMBERLY HUNTER            | 12/14/15 | Mileage 11/13/15: Circulation Counterparts meeting; ILF expenses                                                                                                                     | \$38.30     |
| 34371          | 1036         | KIRBY RISK CORPORATION     | 12/14/15 | Light bulb                                                                                                                                                                           | \$20.52     |
| 34372          | 1037         | LEGAL DIRECTORIES PUBLIS   | 12/14/15 | Continuations                                                                                                                                                                        | \$69.75     |
| 34373          | 1038         | LINDA POORTENGA            | 12/14/15 | Mileage 11/4-11/12/15: Branch Managers Counterparts meeting, Reference Counterparts meeting, Management meeting, B2B event                                                           | \$149.50    |

F6b

| <i>Warrant<br/>Number</i> | <i>Claim<br/>Number</i> | <i>Name of Claimant</i>    | <i>Date</i> | <i>Explanation</i>                                                                                                                                                              | <i>Total</i> |
|---------------------------|-------------------------|----------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 34374                     | 1039                    | MARLENE BEEDLE             | 12/14/15    | Mileage 11/17/15: ILF Conference                                                                                                                                                | \$153.53     |
| 34375                     | 1040                    | MOTION PICTURE LICENSING   | 12/14/15    | Wh: Movie License 1/3/16-1/3/17                                                                                                                                                 | \$105.39     |
| 34376                     | 1041                    | NANETTE SPEACHT            | 12/14/15    | Mileage 11/13/15: Circulation Counterparts meeting                                                                                                                              | \$9.20       |
| 34377                     | 1042                    | OFFICE DEPOT               | 12/14/15    | Copy paper                                                                                                                                                                      | \$137.50     |
| 34378                     | 1043                    | PATTY STRINGFELLOW         | 12/14/15    | ILF expenses; Mileage 11/12-12/4/15: Management meeting, B2B Author Visit, Directors meetings, ILF Conference, AVC meeting                                                      | \$367.51     |
| 34379                     | 1044                    | PEGGY MICHELIN             | 12/14/15    | Mileage 10/13-11/23/15: AV Shopping & return, take computer part & projector to DeMotte Library                                                                                 | \$36.34      |
| 34380                     | 1045                    | QUILL CORPORATION          | 12/14/15    | Hand sanitizer, trash bags, kleenex                                                                                                                                             | \$99.95      |
| 34381                     | 1046                    | RACHAEL CAVINDER           | 12/14/15    | Mileage 11/3-11/23/15: Preschool Visit, Management meeting, work circulation desk during DeMotte Library's holiday party                                                        | \$20.70      |
| 34382                     | 1047                    | RACHEL KUHN                | 12/14/15    | Mileage 11/18/15: ILF Conference                                                                                                                                                | \$127.65     |
| 34383                     | 1048                    | RAINBOW BOOK COMPANY       | 12/14/15    | Books                                                                                                                                                                           | \$2,038.14   |
| 34384                     | 1049                    | RAYANN GILMORE             | 12/14/15    | Mileage 10/2-12/2/15: Bank deposits, Legislative Fall Forum, pick up supplies, NILBA dinner, Post Office, Bookkeeping Workshop, Courthouse, pick up laundry, AVC Workshop       | \$200.27     |
| 34385                     | 1050                    | RAYANN GILMORE             | 12/14/15    | Rens. Petty Cash: Laundry, postage                                                                                                                                              | \$40.43      |
| 34386                     | 1051                    | REPUBLIC SERVICES #715     | 12/14/15    | Wh: Trash Service- December 2015                                                                                                                                                | \$73.17      |
| 34387                     | 1052                    | ROEING CORPORATION         | 12/14/15    | APC replacement battery cartridge, PCI parallel adapter cards, CPU stand, LCD projector, Pelican case                                                                           | \$1,239.00   |
| 0                         | 1053                    | SAGE PAYMENT SOLUTIONS     | 12/14/15    | Annual Compliance Fee & Merchant Processing Fees- November 2015, (automatic withdrawal on 12/2/15)                                                                              | \$248.85     |
| 34388                     | 1054                    | UNIQUE MANAGEMENT SERVI    | 12/14/15    | Collections: Initial/Secondary Placements- November 2015                                                                                                                        | \$26.85      |
| 34389                     | 1055                    | VISION SERVICE PLAN        | 12/14/15    | Vision Insurance Premiums- December 2015                                                                                                                                        | \$214.74     |
| 34390                     | 1056                    | WAL-MART COMMUNITY/RFC     | 12/14/15    | Cleaning supplies, DVDs, Anime program expenses, Hero Tree supplies, Tuesday Movie program expenses, CDs, children's supplies, adult program supplies, aquarium supplies, wipes | \$828.06     |
| 34391                     | 1057                    | ZIESE PLUMBING, HEATING, & | 12/14/15    | Rens: Install pipe fittings & valves to blow down wall hydrants                                                                                                                 | \$509.79     |
| 34392                     | 1058                    | CENTURION HOLDINGS, LLC    | 12/14/15    | Smart Shield licenses & annual maintenance                                                                                                                                      | \$197.20     |
| 34394                     | 1059                    | CENTURYLINK                | 12/14/15    | Rens: Local phone & fax service December 2015                                                                                                                                   | \$4.76       |
| 34393                     | 1060                    | CENTURYLINK                | 12/14/15    | Long distance phone service- November 2015                                                                                                                                      | \$14.98      |
| 34395                     | 1061                    | FAEGRE BAKER DANIELS LLP   | 12/14/15    | Legal Assistance on personnel matters                                                                                                                                           | \$158.00     |
| 34396                     | 1062                    | INDIANA NEWSPAPERS INC. #  | 12/14/15    | Rens: The Indianapolis Star newspaper subscription (1/1/16-12/31/16)                                                                                                            | \$421.43     |
| 34397                     | 1063                    | NANCY PHILLIPS             | 12/14/15    | Third Thursday Pumpkin Program, Chat & Chew Pumpkin Program                                                                                                                     | \$25.54      |
| 34398                     | 1064                    | NIPSCO                     | 12/14/15    | DeM & Wh: Gas & Electric Service                                                                                                                                                | \$5,607.68   |

F6c

| <i>Warrant<br/>Number</i> | <i>Claim<br/>Number</i> | <i>Name of Claimant</i> | <i>Date</i> | <i>Explanation</i> | <i>Total</i>                  |
|---------------------------|-------------------------|-------------------------|-------------|--------------------|-------------------------------|
|                           |                         |                         |             |                    | <b>Total Amount of Claims</b> |
|                           |                         |                         |             |                    | <b>\$121,077.68</b>           |

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, December 14, 2015

\_\_\_\_\_  
Fiscal Officer

### ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$121,077.68

Date this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.







**Agenda**  
**Jasper County Public Library**  
**Board of Trustees Year-End Meeting**  
**Tuesday, December 29, 2015; 9am**  
**Rensselaer Library Meeting Room**

**Purpose**

Opening of Meeting

Moment of Silence

Final Year-End Bills to be Allowed

Action

2015 Appropriation Transfers

Action

Public Forum

Adjournment

# Voucher List

## Jasper County Public Library

Report Date: From 12/15/15 To 12/29/15

| Warrant Number | Claim Number | Name of Claimant         | Date     | Explanation                                                                                                                                                                                                                                                                                                                                                                           | Total       |
|----------------|--------------|--------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 0              | 1065         | PAYROLL                  | 12/23/15 | PAYROLL                                                                                                                                                                                                                                                                                                                                                                               | \$51,002.56 |
| 0              | 1066         | AFLAC                    | 12/23/15 | Supplemental Insurance December 2015 (Conf. #335)                                                                                                                                                                                                                                                                                                                                     | \$546.54    |
| 0              | 1067         | BILL HROMADA             | 12/23/15 | Courier Mileage, 12/01-12/15/15 (Conf #333)                                                                                                                                                                                                                                                                                                                                           | \$392.15    |
| 0              | 1068         | CITY OF RENSSELAER       | 12/23/15 | RENS: Utilities 11/09-12/8/15 (Conf. #338)                                                                                                                                                                                                                                                                                                                                            | \$2,820.53  |
| 0              | 1069         | CENTURYLINK              | 12/23/15 | WH: Local Phone Service December 2015 (Conf. # 337)                                                                                                                                                                                                                                                                                                                                   | \$67.78     |
| 0              | 1070         | CENTURYLINK              | 12/23/15 | WH: Fax Service December 2015 (Conf. # 336)                                                                                                                                                                                                                                                                                                                                           | \$24.34     |
| 0              | 1071         | GREAT-WEST RETIREMENT S  | 12/23/15 | Annuity Withheld 12/23/15 payroll (Conf. #334)                                                                                                                                                                                                                                                                                                                                        | \$1,005.00  |
| 0              | 1072         | INPRS fbo PERF           | 12/23/15 | 12/23/15 Payroll Contributions                                                                                                                                                                                                                                                                                                                                                        | \$6,036.11  |
| 0              | 1073         | IRS USA TAXPAYMENT       | 12/23/15 | EFT-FICA & Federal Taxes w/held 12/23/15 (Ref #25195783)                                                                                                                                                                                                                                                                                                                              | \$11,607.59 |
| 34399          | 1074         | ACE HARDWARE             | 12/29/15 | Flagpole hardware, light bulbs                                                                                                                                                                                                                                                                                                                                                        | \$59.09     |
| 34400          | 1075         | BAKER & TAYLOR           | 12/29/15 | Books, Continuations, AV, Auto. Yours                                                                                                                                                                                                                                                                                                                                                 | \$2,179.39  |
| 34401          | 1076         | BAKER & TAYLOR ENTERTAIN | 12/29/15 | DVDs                                                                                                                                                                                                                                                                                                                                                                                  | \$54.93     |
| 34402          | 1077         | CAROLYNN DeVRIES         | 12/29/15 | Mileage 12/11/15: Cover desk at Rensselaer Library for staff Christmas party                                                                                                                                                                                                                                                                                                          | \$25.30     |
| 34403          | 1078         | COMMUNITY MEDIA          | 12/29/15 | DeM: KV Post News newspaper subscription acct#0045635                                                                                                                                                                                                                                                                                                                                 | \$63.00     |
| 34404          | 1079         | D & S COMPUTER SERVICES  | 12/29/15 | Rens: Replace camera parts, upgrade hard drive                                                                                                                                                                                                                                                                                                                                        | \$445.00    |
| 34405          | 1080         | DEBORAH KRISTOFF         | 12/29/15 | Mileage 9/17-12/16/15: Management meetings, Branch Counterparts meeting, Reference Counterparts meeting, cover desk at Wheatfield and Rensselaer Libraries for staff Christmas parties, annual evaluation                                                                                                                                                                             | \$154.10    |
| 34406          | 1081         | DONNA BARKO              | 12/29/15 | Mileage 12/8-12/17/15: Bank deposits, Post Office, new employee orientation                                                                                                                                                                                                                                                                                                           | \$27.26     |
| 34407          | 1082         | EVELYN BRISTOL           | 12/29/15 | Mileage 9/22-12/15/15: Deliver walking books, Management meetings, Librarian's Council meeting, purchase supplies                                                                                                                                                                                                                                                                     | \$85.68     |
| 34408          | 1083         | FLEX-PAC INC             | 12/29/15 | Paper towel rolls, m-fold towels, toilet paper                                                                                                                                                                                                                                                                                                                                        | \$251.68    |
| 34409          | 1084         | GREY HOUSE PUBLISHING    | 12/29/15 | Continuations                                                                                                                                                                                                                                                                                                                                                                         | \$307.50    |
| 34410          | 1085         | JANICE WILMA             | 12/29/15 | Santa Visit expenses                                                                                                                                                                                                                                                                                                                                                                  | \$35.00     |
| 34411          | 1086         | KOLORTECH LIGHTING LLC   | 12/29/15 | Light bulbs                                                                                                                                                                                                                                                                                                                                                                           | \$80.00     |
| 34412          | 1087         | LINDA POORTENGA          | 12/29/15 | Mileage 11/18-12/17/15: ILF Conference, B2B                                                                                                                                                                                                                                                                                                                                           | \$74.75     |
| 34413          | 1088         | MELISSA SMITH            | 12/29/15 | Mileage 7/15-12/15/15: Walking books, Staff Development Day, cover desk at DeMotte Library for staff Christmas party                                                                                                                                                                                                                                                                  | \$103.27    |
| 34414          | 1089         | OFFICE DEPOT             | 12/29/15 | DVD/CD file folders, contact paper                                                                                                                                                                                                                                                                                                                                                    | \$58.40     |
| 34415          | 1090         | PRECISION CONTROL SYSTE  | 12/29/15 | DeM: Compressor replacement; bad actuator replaced, entrance VAV over heating, checked valve & actuator operation, VAV controller telling actuator to open, replaced packing & nut on linking suction valve on right compressor suction line; Rens: after restart of air handler, vortex would not re-open, used lap top, checked alarms, found min signal ovde, now operating normal | \$9,647.60  |
| 34416          | 1091         | REBECCA AMALONG          | 12/29/15 | Mileage 11/12/15: Management meeting                                                                                                                                                                                                                                                                                                                                                  | \$25.30     |
| 34417          | 1092         | SHEILA MAXWELL           | 12/29/15 | ILF expenses; Mileage 8/10-12/2/15: Branch visits, Management meetings, Positivity meeting, Counterparts meeting, ILF Conference                                                                                                                                                                                                                                                      | \$309.56    |
| 34418          | 1093         | SVT, LLC                 | 12/29/15 | Bicentennial Kick-off expenses, Staff Christmas Party expenses                                                                                                                                                                                                                                                                                                                        | \$96.12     |
| 34419          | 1094         | WAL-MART COMMUNITY/RFC   | 12/29/15 | DVDs, children's christmas program expenses, CDs, books, staff Christmas party expenses, cleaning supplies, fish tank supplies                                                                                                                                                                                                                                                        | \$887.40    |
| 34420          | 1095         | WORLD BOOK INC.          | 12/29/15 | Continuations                                                                                                                                                                                                                                                                                                                                                                         | \$2,697.00  |

F76

| Warrant<br>Number             | Claim<br>Number | Name of Claimant | Date | Explanation | Total              |
|-------------------------------|-----------------|------------------|------|-------------|--------------------|
| <b>Total Amount of Claims</b> |                 |                  |      |             | <b>\$91,169.93</b> |

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, December 28, 2015

\_\_\_\_\_  
Fiscal Officer

### ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$91,169.93

Date this 29<sup>th</sup> day of December, 2015.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

December 29, 2015

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for various functions of the Jasper County Public Library,

Now, therefore, be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, for the expenses of the Public Library, the following funds herein named for the purposes herein specified be increased, subject to the laws governing the same.

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

**LIBRARY OPERATING FUND (100)**

|                                     | <u>Added Amount</u><br><u>Appropriated</u> |                           | <u>Amount</u><br><u>Reduced</u> |
|-------------------------------------|--------------------------------------------|---------------------------|---------------------------------|
| 1.13 Wages of Janitors              | \$ 4,360.09                                | 1.12 Salary of Assistants | \$ 4,360.09                     |
| 2.13 Other Office Supplies          | \$ 990.33                                  | 2.33 Repair Parts         | \$ 1,040.50                     |
| 2.21 Cleaning & Sanitation Supplies | \$ 50.17                                   |                           |                                 |
| 3.54 Waste Disposal Services        | \$ 31.56                                   | 3.26 Networking           | \$ 728.25                       |
| 3.62 Equipment Repairs              | \$ 672.50                                  |                           |                                 |
| 3.91 Dues                           | \$ 24.19                                   |                           |                                 |
| 4.1 Land                            | \$ 63,448.37                               | 3.94 Transfer to LIRF     | \$ 63,448.37                    |
|                                     |                                            |                           |                                 |
| <b>TOTAL Added</b>                  | <b>\$ 69,577.21</b>                        | <b>TOTAL Reduced</b>      | <b>\$ 69,577.21</b>             |

**LIBRARY IMPROVEMENT RESERVE FUND (130)**

|                    |                     |                                  |                     |
|--------------------|---------------------|----------------------------------|---------------------|
| 4.1 Land           | \$ 25,192.00        | 3.14 Other Professional Services | \$ 10,000.00        |
|                    |                     | 3.61 Building & Structures       | \$ 15,192.00        |
|                    |                     |                                  |                     |
| <b>TOTAL Added</b> | <b>\$ 25,192.00</b> | <b>TOTAL Reduced</b>             | <b>\$ 25,192.00</b> |

**AYE**

**NAY**

ATTEST:

\_\_\_\_\_  
Secretary, Jasper Co. Public Library Board



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